



OPERATIONS OFFICER

SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

Contract type:	Full Time, 4 Month Fixed Term Contract. Hybrid working (2 days in the office, up to 3 days working from home)
Office location:	Haig Housing, Mountbarrow House, 12 Elizabeth St, London SW1W 9RB
Salary:	£26,000 - £28,000 per annum depending on experience
Commencement Date:	As soon as possible
Contract End Date:	January 2023
Probation period:	The probationary period is three months. During the probationary period the notice period by either party is one week.
Holidays:	Annual leave entitlement of 25 days plus Bank Holidays,
Hours of Work:	The basic working week is 35 hours, to be worked as required by the needs of the job, although you will be expected to work such hours as are necessary in order to fully discharge the responsibilities of your role. Overtime is not available, but TOIL can be granted on application.
Pension:	Haig offers a company pension; we will contribute up to maximum of 10%
Healthcare:	Optional private medical insurance
Life Assurance:	3x salary death in service benefit

Please note that an offer of employment will be subject to satisfactory references and medical report