



HOUSING MANAGER
(Patch 1, South of England and Belfast)
SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

Contract type:	Permanent
Office location:	Work from home, attend Head Office as mutually agreed
Salary:	£36,000 per annum
Car allowance:	£5,425 per annum + mileage
Commencement Date:	As soon as possible
Probation period:	The probationary period is 6 months. During the probationary period the notice period by either party is one week.
Holidays:	Annual leave entitlement of 25 days pro rata, plus Bank Holidays
No Smoking:	A No Smoking policy operates in the office.
Hours of Work:	The basic working week is 35 hours (normally 9am-5pm) however you will be expected to work such hours as are necessary in order to fully discharge the responsibilities of this role for which time off in lieu (TOIL) will be granted. Overtime is not payable.
Notice Period:	After probationary period from employer, one month; from employee, one month. This is a permanent employment.
Staff Benefits:	Haig offers a company pension, optional private medical insurances and a 3x salary death in service benefit.
Head Office:	Haig Housing, Alban Dobson House, Green Lane, Morden, Surrey SM4 5NS.
Car user:	You will have a full driving licence and your own vehicle.
Home Working:	Haig will supply IT equipment as necessary to facilitate home working.

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