



SUPPORT HUB OFFICER

SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

Contract type:	Full Time, Permanent
Office location:	Hybrid working. There will be a requirement to attend the Morden/London offices 2 days per week
Salary:	£26,500 to £28,500 per annum (depending on experience)
Commencement Date:	As soon as possible
Probation period:	The probationary period is six 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.
Notice Period:	After probationary period a one-month notice period is required from either party.
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
Head Office:	Haig Housing, Alban Dobson House, Green Lane, Morden, Surrey SM4 5NS. Haig Housing, Mountbarrow House, 12 Elizabeth St, London SW1W 9RB

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