



Project Assistant

SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

Contract type:	Permanent, Full Time (35 hours per week)
Office location:	Hybrid working. There will be a requirement to attend the London offices at least 2 days per week
Salary:	£30,000-£32,000 Per annum
Commencement Date:	TBC
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 agreement and in advance with your line manager.
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
Holiday allowance:	25 days per annum plus 8 bank holidays. Increasing by 1 day per complete year of service up to maximum of 5 extra days.
Head Office:	Haig Housing, Mountbarrow House, 12 Elizabeth St, London SW1W 9RB

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