



VOLUNTARY ACTION WALTHAM FOREST
Working to strengthen Voluntary and Community Groups.

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT (vr3)

Employers Name: Voluntary Action Waltham Forest

Employers Address: Upper Ground Floor, Churchill Business Centre,
6 Church Hill, London E17 3RY

Starting date: To be agreed

Job Title: **Part-time Volunteering Development Officer**

Pay: £30,391 (pro-rata inclusive of OLW) + pension (6%)

Terms: Fixed term until 31st March 2011, renewal subject to further funding.

Hours: **21** hours per week, days and times subject to negotiation but normally 9am-5pm Monday to Friday although we operate a system of flexible hours. Some flexibility is required as the post may involve occasional evening or weekend work for which there is time off in lieu.

Payment method: Monthly by BACS transfer on 15th of each month.

Travel Expenses: Staff may claim travel expenses, at the agreed rate, for journeys, which are necessary in the course of their work.

Annual Leave: 28 days per annum, pro rata for part time staff plus statutory bank holidays.

Access: The premises where VAWF operates from are not currently wheelchair accessible, however this is being addressed; however this should not be a barrier to applications, as alternative arrangements will be made. There are car parking facilities along with a marked space for someone with an orange badge.

Pension: Staff are normally paid a voluntary contribution from Voluntary Action of 6% of gross wages. Contributions start after satisfactory probationary period.

Discipline and Grievance: For the purposes of a formal discipline and grievance process Voluntary Action has adopted the three stage disciplinary, dismissal and grievance procedures of the Employment Acts 2002 (dispute resolution) regulations 2004.

- Probation:** You are employed initially for a probationary period lasting 6 months. You will be confirmed in post subject to satisfactory completion of the probationary period. VAWF reserves the right to extend the probationary period. Termination of employment during probation will be 1 week either side.
- Termination of employment:** During the period of this contract, you will be entitled to a minimum period of notice. You are also required to give VAWF a minimum period of notice.
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Please note: the summary terms and conditions are normally updated as terms within the contract change. If this is the case, the wording or provision in the summary of terms and conditions of employment will normally take precedence.