

Outline of Current Post Benefits

Post: Membership and Communications Officer – 1 Year Fixed Term contract	
Salary Range: Band 5 - £27,782 - £28,668 per annum Please note it is our usual recruitment policy to appoint at the bottom of the salary range.	
GENERAL POINTS	
Salary paid	By BACS monthly in arrears nominally on 20th of each month
Holiday	25 days per annum rising to 30 per annum over 5 years plus public holidays.
Flexi-Time	The Flexi-time Policy aims to support employees to balance their work and home commitments and responsibilities.
Health Cash Plan	Our Cash Plan provides payments towards the cost of everyday healthcare bills such as dental check-ups or treatment, optical sight tests, contact lenses, glasses and physiotherapy, up to a set policy limit, with all pre-existing conditions covered.
Pension	A pension scheme is available to all employees who have been employed for at least 3 months and who have successfully completed their probationary period. Employer's contribution matches employee contribution (up to 5%). No payment can be made in lieu of, or to another scheme
Death in Service	2 times basic annual salary
Location	Ewell, Surrey (within zone 6), 30 minutes' train journey from Waterloo and 15 minutes from Wimbledon.
Hours of Work	35 – Typically worked 9am to 5pm with an hour for lunch.
Notice Period	1 month
Travel & Expenses	Season Ticket Loan. Expenses as per current Samaritans Policy