



Community First **CONDITIONS OF EMPLOYMENT**

1. Job Title

Assistant Co-ordinator, Home Support Services.

2. Salary

Salary: £9.61 – 10.50 per hour.

Full Time Equivalent: £18,489.64 - £20,202.00 per annum.

Actual salary £7,495.80 – £8,190.00 per annum.

3. Hours of work

Part time 15 hours per week.

4. Holiday Entitlement

25 working days paid leave in each leave year in addition to Bank Holidays (pro rata).

5. Conditions of Appointment

A three month probationary period applies to this post.

6. Place of work

Based at home and in the office covering Havant.

7. Pension Scheme

Following successful completion of your probationary period, you will be automatically enrolled in CFW's NEST pensions scheme, provided you meet the Qualifying requirements. CFW will provide employer contribution in line with the provisions of the scheme. You will retain the option to opt out the scheme should you so wish.

8. Accountability

The Assistant Co-ordinator, Home Support Services will be accountable to Home Support Services Coordinator and Manager.

9. This role requires a DBS check.

May 2021