



## **CONDITIONS OF EMPLOYMENT**

### **1. Job Title**

Clanfield Centre Coordinator/Duty Manager

### **2. Salary**

£10.40 per hour

### **3. Hours of work**

24 hours per week

### **4. Holiday Entitlement**

25 working days in each year in addition to bank holidays increasing by 1 day after 2, 3 and 4 years' service to a maximum of 28 days. Leave year is 1 April to 31 March (and pro rata for part time staff).

### **5. Conditions of Appointment**

A three month probationary period applies to this post

### **6. Place of work**

The Clanfield Centre, Endal Way, Clanfield Hampshire PO8 0YF

### **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 Clanfield Centre Coordinator/Duty Manager will be accountable to the Clanfield Centre Manager through to Operations & Performance Director.