



You Talk We Listen Life Changes

Advocacy in Barnet

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Job Title: Volunteer and Engagement Coordinator
Salary Scale: £26,000 – £28,000 pro rata - scale dependent on experience

Probation Period: 6 Months. May be extended at the discretion of the Chief Executive.

Hours: Part time, 28 hours per week. Core working hours to be agreed on appointment. Occasional weekend or evening work may be required for which time off in lieu will be given.

Responsible To: Chief Executive

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

Annual Leave: 26 days per annum pro rata excluding bank holidays.

Pension Payments: Pension arrangements available after satisfactory completion of the probationary period.

Based at: One Stop Shop, The Concourse, Grahame Park, London NW9 5XB.

Please note:

- The AIB office premises are a "no smoking zone".
- Full time posts are defined as 36 hours per week.

ALL MEMBERS OF STAFF HAVE THE RESPONSIBILITY TO ACT IN ACCORDANCE WITH THE AIB EQUAL OPPORTUNITIES POLICY.

Completed application forms should be returned to Lizzie Sturm, Advocacy in Barnet, One Stop Shop, Grahame Park Way, London NW9 5XB. Closing date for applications is Friday 22 December 2017. Interviews will be held week commencing 8 January 2018.