|  |  |
| --- | --- |
| Salary | £42,609 - £45,594 (NJC points 36-39) |
| Hours of work | 35 hours per week. Flexi time scheme in place. The Leasehold Manager may need to work outside normal office hours and attend Committee meetings as required. |
| Pension | Option to join Defined Benefit (CARE 1/60) Scheme or Defined Contribution Scheme (6% employer contribution, 2% employee contribution. Employer will match employee contributions up to 10%) |
| Annual Leave | 29 days rising to 31 days after 5 years’ service. ISHA is normally closed between Christmas and New Year and staff must take annual leave to cover the working days between these periods |
| Additional benefits | * Able to buy or sell up to 5 days annual leave per annum * Interest free season ticket loan * Cycle to work scheme, * Support for continuous professional development and study loans * Payment of a relevant professional subscription * Employee Assistance Programme |
| Place of work | 102 Blackstock Road, London, N4 2DR. |
| Probation Period | 6 months. |
| Notice Period | 8 weeks |

**Key terms and conditions**