

Richmond upon Thames Council for Voluntary Service (RCVS)

SUMMARY TERMS AND CONDITIONS

Team Assistant

Accountable to:	The Director, Richmond CVS
Hours:	21 hours per week, Fridays to be included. (This post may occasionally include some unsocial hours for which time off in lieu (TOIL) will be given in line with Richmond CVS's TOIL policy.)
Holiday:	28 days per annum pro rata plus 8 statutory bank holidays pro rata
Salary range:	£24,500 per annum pro rata (Actual £14,700 per annum)
Duration:	Fixed Term until 31 st March 2022 with possible extension subject to funding arrangements.
Location:	Based primarily at our office at Richmond and Hillcroft Adult Community College (RHACC) Parkshot, Richmond, TW9 2RE
Probationary Period:	6 months
Pension:	A company pension scheme is available. RCVS contributes 8% of salary.
