

TERMS AND CONDITIONS OF EMPLOYMENT

VSO LONDON - BASED JOBS

The post will be based at either one of VSO's offices at 317 Putney Bridge Road, Putney, London, SW15 2PN or Carlton House, 27a Carlton Drive, Putney, London, SW15 2BS. The salary will be in VSO's incremental scale and includes a London Weighting allowance (currently £3,214 p.a.) (see person specification for further details). Both salary and London Weighting will be calculated pro rata for those employed on temporary contracts and those employed on a part-time basis. Appointments are usually made on the bottom of the relevant salary band.

An interest free season ticket loan can be arranged on request for travel to/from home and work for those employed on contracts of 6 months and over. In addition, VSO will match the employee's contribution from a minimum of 5% up to 8.5% of salary to the Pension Trust if desired. VSO's normal retirement age for all employees is 65.

Normal working hours are 35 per week, Monday to Friday, unless otherwise stated on the person specification. If you are employed on a part-time basis exact hours of work will be arranged. Overtime is not paid, but there is provision for time off in lieu, if necessary. Annual leave entitlement is 27 working days plus 8 Bank Holidays per annum, calculated pro rata for those employed on temporary contracts and those employed on a part-time basis. There is also provision for maternity leave and paternity leave.