**Argyle Street Housing Co-operative**

**SALARY AND CONDITIONS OF EMPLOYMENT**

**HOUSING CO-ORDINATOR – MATERNITY COVER JUNE 2024**

* This role will be 28 hours per week, with a salary of £32,302 per annum pro rata (based on a full time equivalent of 32 hours per week)
* The contract is expected to run until end of October 2025. Start date will be by negotiation in September 2024 to have some crossover with the existing post holder, for a full start from the beginning of October 2024
* The hours of work will be agreed with the successful candidate on appointment. Core office hours are currently 9:30am – 5pm, and the post holder would normally be expected to cover these on the days that they work
* Expectation will be to primarily work in person on site, with some flexibility to have some hours worked from home by negotiation. As a community centric and person focused role there is a need to build relationships, but we recognise that some flexibility greatly improves the accessibility of the role to more applicants
* ASH Co-op operates a flexitime system, and any extra hours worked can be taken off at a later date by agreement
* The pro-rata annual leave entitlement is 22 days per year, plus 8 bank holiday days. Bank holidays can be taken off as scheduled, or allocated as leave days along with other annual leave at a time of your choosing, subject to reasonable notice
* The co-op uses the State Pension NEST Scheme