



Terms, Conditions and Benefits – Digital Communications Assistant

Post:	Digital Communications Assistant
Hours:	37 hours per week (not including lunch breaks).
Salary:	£22,462
Annual Leave:	<p>Annual leave entitlement for full time staff is 20 working days per calendar year, rising to 25 days after five years' service. You are entitled to all working days between Christmas and New Year when the office is closed. In addition, all statutory and bank holidays are honoured.</p> <p>We operate a time off in lieu (TOIL) arrangement whereby staff who have worked additional hours for a specific reason have an opportunity to take compensatory time off in the interests of their health and well-being.</p>
Pension:	The Psoriasis Association operates an auto enrolment pension scheme into which it will pay a contribution of 5% of salary following confirmation in post after a three month probationary period. Your minimum contribution to the scheme is 5% of salary.
Other benefits:	The Psoriasis Association offers a health insurance scheme which you will be entitled to following completion of the three month trial period.
Responsible to:	Patient Advocacy and Communications Managers / Deputy Chief Executive and Patient Information Specialist
Probationary period:	<p>The post will be offered subject to satisfactory references.</p> <p>The post will be subject to a three month trial period.</p> <p>Owing to the sensitive nature of some of the work due to be carried out by the successful candidate, the Psoriasis Association will arrange</p>



for a Disclosure and Barring Service check (previously CRB check) to be carried out.

Closing date for applications: 15th February 2019

Interviews: 28th February 2019