



STOP THE TRAFFIK

Project Officer - Communications

1 Year Fixed Term Contract. Full time.

Terms and Conditions of Service

Salary

The salary offered is £23,801 per annum (Grade F, Entry Point 1 of the STT Payscale, inclusive of London Weighting).

Hours

It is anticipated this will be a full-time 40 hours per week (1.0FTE) role (inclusive of breaks), but this is negotiable. The breakdown of these hours to be by mutual arrangement and to meet the operational requirements of STOP THE TRAFFIK. This post will be based in London.

Contract

A 12 month fixed term contract will be provided at the start of employment, and continuation of employment is subject to the satisfactory completion of a three-month probationary period.

Pension

Employer's contribution to a non-contributory Grouped Personal Pension Scheme currently stands at 7%.

Leave

Full-time staff receive 25 days leave, plus Bank Holidays per annual leave year (September to August). This rises to 30 days per year after two complete annual leave years in employment. Thereafter, one additional day will be given for every two annual leave years worked, up to a maximum of 33 days. Further details with regards to leave entitlement will be outlined in the contract of employment and the Staff Handbook, which is available to all employees.

Disputes

If the post holder should have any grievance concerning day to day work, the issue should be raised with the direct line manager, who will if necessary consult with the Chief Executive. The full grievance procedure is detailed in the Staff Handbook.

Accountability

The STOP THE TRAFFIK Project Officer Communications will be employed by the STOP THE TRAFFIK. The post-holder will be expected to play a full part in the life and work of STOP THE TRAFFIK, contributing to policy, attending meetings, and the general life of the wider STOP THE TRAFFIK family.

Applications

Closing date for applications: **midday on Monday 21st September 2020.**

Interviews will be held on the **29th & 30th September 2020.**

A completed application form should be returned by email: recruitment@oasisuk.org.

We are looking for a start date as soon as possible.