

## Richmond upon Thames Council for Voluntary Service (RCVS)

### SUMMARY TERMS AND CONDITIONS

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#### Project Coordinator

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<b>Accountable to:</b>	Capacity Building Manager, Richmond CVS
<b>Hours:</b>	21 hours per week. (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.)
<b>Holiday:</b>	28 days per annum pro rata plus 8 statutory bank holidays pro rata
<b>Salary range:</b>	£28,000 per annum pro rata (Actual £16,800 per annum)
<b>Duration:</b>	Fixed Term for one year with possible extension subject to funding arrangements.
<b>Location:</b>	Based primarily at our office at Richmond and Hillcroft Adult Community College (RHACC) Parkshot, Richmond, TW9 2RE Hybrid working is possible.
<b>Probationary Period:</b>	6 months
<b>Pension:</b>	A company pension scheme is available. RCVS contributes 8% of salary.

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