

Head Office Administrator
CESSAC and CESSA Housing Association (CESSA HA)

Terms and Conditions

Working Hours.

This role is for up to 35 hours a week. There is a Remote Desktop facility that enables staff to work outside the office (e.g. during the pandemic) but, other than in exceptional circumstances, the Head Office Administrator's role is expected to be carried out in Head Office.

Salary

The Full-Time Equivalent Salary would be up to £23,393, depending on experience. Employment will be subject to a six-month Probationary period, during which a probationary rate of pay will be payable, as determined by the experience of the successful candidate.

Pension

CESSAC/CESSA HA belongs to Pensions Trust/SHPS and currently offers the options of a Defined Contribution Scheme or auto-enrolment. For the former, the employer will add double (up to a maximum of 10% of salary) to the employee's contributions (up to a maximum of 5% of salary).

Annual leave

Initially 25 days per annum plus 8 statutory bank holidays, rising by one day per year to 30 days per annum, plus 8 statutory bank holidays.

Training opportunities

The Organisation is committed to the personal and professional development of its staff through appraisals and funded CPD (including professional accreditation) and personal development plans.

Staff support

The Organisation is committed to staff wellbeing and provides an Employment Assistance Programme and employee wellbeing services and advice. Parking near the office can be offered at no cost.