



SUSTAINABILITY MANAGER

SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

Contract type:	Permanent
Office location:	Alban Dobson House, Green Lane, Morden, Surrey SM4 5NS
Salary:	c.£40,000 per annum according to experience
Commencement date:	As soon as possible
Probation period:	The probationary period is six months. During the probationary period the notice period by either party is one week.
Holidays:	Annual leave entitlement of 25 days pro rata, plus Bank Holidays
No smoking:	A No Smoking policy operates in the office
Hours of work:	The basic working week is 35 hours (9am-5pm) however you will be expected to work such hours as are necessary in order to fully discharge the responsibilities of this role for which time off in lieu (TOIL) will be granted. Overtime is not payable.
Home Working:	You will work from home and attend Head Office as required. Haig will supply IT equipment as necessary to facilitate home working.
Notice period:	After probationary period from employer, one month; from employee, one month.
Staff benefits:	Haig offers a company pension, optional private medical insurances and a 3x salary death in service benefit.

Please note that an offer of employment will be subject to satisfactory references and medical declaration