



Immigrant Counselling and Psychotherapy

Summary of Conditions

JOB TITLE:	Clinical Coordinator (Birmingham)
BASE:	Birmingham (Digbeth), with some travel to London.
SALARY:	£36,000 p.a., pro-rata for 12 hours.
HOURS OF WORK:	The post holder will be required to work 12 hours over 2 days per week. Due to the nature of the post, there is a requirement to work flexibly. If additional hours are worked, a time off in lieu system is operated.
PROBATIONERY PERIOD:	The post is subject to a three month probationary period in which one week's notice is required on either side. Once confirmed in post, notice is three months on either side.
HOLIDAY ENTITLEMENT:	8 days, plus all public holidays.
LEAVE YEAR:	January – December.
PENSION:	All staff members are required to join a group stakeholder scheme.
TRAVEL AND SUBSISTENCE:	All costs other than home to office are reimbursed according to regulations and within budget.
DISCLOSURE AND BARRING SERVICE CHECK:	A DBS check is required for this post.

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