



Immigrant Counselling and Psychotherapy

Summary of Conditions

JOB TITLE:	Clinical Manager
BASE:	London (Finsbury Park), with some travel within London and the UK.
SALARY:	£40,000 p.a., pro-rata for 21 hours.
HOURS OF WORK:	The post holder will be required to work 21 hours over up to 5 days per week. Due to the nature of the post, there is a requirement to work flexibly but we can accommodate reasonable requests (e.g school hours). 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:	20 days, plus all public holidays.
LEAVE YEAR:	January – December.
PENSION:	All staff members are eligible 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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