

Outline of role:

Role	Corporate Services Assistant (CHA Community Hub)
Start date	As soon as possible
Grade	EVH grade 5, spinal point 13-16
Salary	£26,071 to £28,974
Where	Based in our offices at 39 North Vennel, Lanark, ML11 7PT. We are committed to providing a sustainable work-life balance for our staff, while meeting the needs of the business. A mixture of home and office working will be encouraged.
Hours	9-5 Monday-Thursday, 9-4 Friday = 35 hours per week
Holiday Entitlement	25 days annual leave 15 days public holiday
Salary payment	By Bank Giro Credit on or before the 26th of each month
Pension arrangements	Defined Contribution Pension Scheme, SHAPS (Scottish Housing Associations' Pension Scheme) administered by The Pensions Trust
Conditions of service	Employers in Voluntary Housing (EVH) Standard Conditions of Service and Employment