

**Employment information**

Job title: Policy and Public Affairs Officer

Contract term: Permanent

Location: Central London

Hours: 35

Salary: £28,700-£32,800 (full time)

Pension: 5% per matching following probation. 4% matching during probation

Leave: A full time member of staff has 30 days annual leave which includes three days to be taken at Christmas in addition to bank holidays (usually 8)

Probation period: 6 months

Salary Payment method: Payment is made by electronic transfer on or shortly before the 28th of each calendar month covering payment for that same calendar month.

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These details are provided for information only and do not form part of an employment contract or job offer.