

Outline of Green Party employment conditions

Please note that this is only a summary, and full details will be contained within your contract of employment and The Green Party's Employees' Handbook.

1. Place of work

At present at the Green Party office at 1a Waterlow Rd London N19. You would be expected to continue your work should it move elsewhere in London. Should the office move outside London a redundancy option would be offered. You must also be prepared (with travel and other expenses met) to work outside London when reasonably required.

2. Reporting

The person to whom you will be responsible is named in the job description enclosed.

3. Pay

Monthly in arrears by the 25th day of each month.

4. Hours of Work

35 hours a week for a five-day week, or pro-rata if part-time. Core hours for full-time office based staff are 9.30 to 4.30pm excluding an unpaid lunch break of at least 1/2 an hour each day. You may be required to work at weekends and out of hours. Considerable flexibility is required and you may need to work additional hours from time to time. You are entitled to time off in lieu for this. No overtime is payable

5. Holiday

For full-time staff 30 days, plus eight public holidays. Should you be required to work on one of the days you will be entitled to holidays in lieu. Part of your holiday entitlement may be required to be taken over the Christmas period. (All of these arrangements are pro-rata for part-time staff.)

6. Pensions

The Green Party makes no provision over and above the state scheme. However, The Green Party will facilitate you taking out a stakeholder pension with the Friends Provident Stewardship Fund or an equivalent ethical arrangement.

7. Job Description

You will be given a detailed job description outlining the duties and responsibilities, but employees may also be asked to undertake work that is reasonable and related to the purpose or broad duties of their post.

8. Probation

All posts are subject to a six-month probationary period. A formal review will be conducted no less than five months after the date when you commenced employment. Any concerns will be relayed to you at this point. Should this review highlight any significant concerns, your probationary period may be extended by a further three months to allow for review.

9. Equal Opportunities

The Green Party strives to be a equal opportunity employer. You are required to work within this framework and within any Equal Opportunities policy which may be in force from time to time.

10. Volunteers

You may often be required to work with volunteers. You will be expected to treat them as colleagues and equals, without discrimination.