

JOB TITLE: GRANTS MANAGER

Summary of terms and conditions

Salary scale:	The salary scale has 6 incremental points and runs from £50,563 to £59,044. Annual increments are subject to annual performance review. Cost of living awards are made in April of each year.
Pension: contributory:	10% employer; 3% employee to work place pension scheme.
Annual leave entitlement:	26 days plus additional days to enable the office to close between Christmas and New Year.
Hours of work:	All full-time staff work 35 hours a week. Where evening or weekend work is required, time off in lieu is given.
Benefits:	Employee Assistance Scheme. Interest free loan for season tickets for underground/overground.

Further details relating to conditions of service will be contained in a Contract of Employment.

The Trust for London is based at 4th Floor, 4 Chiswell Street, London, EC1Y 4UP.