

**Working for Mind in Harrow - what we offer**

**Central office location –** Mind in Harrow maintains an office in central Harrow, a few minutes' walk from Harrow on the Hill station and St Georges’ shopping centre.

**Hybrid and Flexible working -** Mind in Harrow operates a hybrid working policy and a flexible working hours scheme whereby staff can vary the time they start and finish work, provided they are available during the core hours of 10.00 am to 4.00pm, as agreed with their line-manager. However, the normal hours of work for full time employees are 9.00 am to 5.00pm Monday – Friday. Restrictions may apply to specific posts according to the needs of the service. Occasional evening or weekend work may be required by arrangement for which TOIL will be provided.

**Generous Annual Leave and Public Holidays -** All full-time employees receive an annual leave entitlement of 26 days rising by one day per year for 5 years to a maximum of 31 days, plus all public holidays. Annual leave and public holidays are pro rata for part-time appointments.

**Pension scheme -** Mind in Harrow operates an Occupational Pension Scheme with The People’s Pension and makes employer contributions at 4% of gross salary.

**Sick pay -** Mind in Harrow offers enhanced company sick pay linked to length of service.

**Employee Assistance Programme –** a confidential EAP (Employee Assistance Programme) is available 24/7 to all employees via a website, phone line and an app to provide help and advice for all life’s challenges. Access to professional counselling where indicated is also available free of charge.

**Personal development opportunities –** all employees benefit from regular 1:1 meetings with their line manager where options for development can be discussed and agreed. There is a training and development policy which includes financial support for training and an allowance for paid study leave.