



Hanover Housing Association

Assistant Director, Retirement Housing Operations – Summary of Terms & Conditions

Salary	Up to £60K pa	
Cash for Car Allowance	£6,796 pa payable in monthly instalments	
Hours of Work	35 hours per week and whatever is reasonably required to fulfil the requirements of the role	
Relocation Allowance	Individual package dependent on circumstances up to £8k	
Location Base	There are five positions, one per location as follows: Hackney (London and Thames), Staines (South), St. Neots (East), Chippenham (West) and Shipley (North)	
Location Allowance	Posts based at either of the following offices receive a location allowance in addition to the salary above, as follows: Staines: £2186 pa Hackney: £3458 pa	
Holiday Entitlement	29.5 days (28 days + 1.5 company allocated days) pa + public holidays. In addition there is an option to take up to 10 days unpaid leave pa	
Pension: The Hanover Group offers membership to the Hanover Group Personal Pension Plan which all new employees may join	Employee's Contribution As a percentage of Basic Salary	Employer's Contribution As a percentage of Basic Salary
	2%	4%
	4%	6%
	6% or more	8% maximum
Life Assurance	4 x salary if a member of the Hanover GPP 2 x salary if not a member of the Hanover GPP	
Health Care	Single cover provided (currently with AXA with a taxable benefit value of £ 407 pa). Family cover available at a discounted rate	
Flexible Working	Applicable to all staff. Enhanced maternity and paternity provisions	
Childcare Vouchers	Available through Kiddivouchers operating as a salary sacrifice scheme	
Employee Assistance	Free, confidential employee assistance programme	
Notice Period	2 months either side	