Middlesbrough Voluntary Development Agency (MVDA): Principal Terms & Conditions of employment (Move More Co-ordinator)

Salary	See cover letter for the post. Payment is monthly, in arrears, by bank credit transfer. Progression up the scale is by annual increment, payable on the 1 April, subject to the successful completion of six months in post and the availability of funding.
Holidays	28 days per year, rising to 29 after one year and 30 after two years, plus bank holidays. Holiday entitlement for part-time employees is pro rata.
Hours	Full-time hours are 35 per week (excluding lunch breaks). Actual hours worked are flexible, according to the requirements of the post. Some evening and weekend work is required, as indicated in details of particular posts.
Probationary period	All posts are subject to satisfactory completion of a 3-month probationary period, which may be extended by mutual agreement where appropriate.
Location	MVDA main office is currently in central Middlesbrough with satellite offices in Redcar & Cleveland. The Move More Co-ordinator will work primarily from the Live Well Centre in central Middlesbrough with regular working at MVDA and the You've Got This offices.
Pension	Employees may join the Pensions Trust. MVDA will pay up to 6% employer contribution and will match the employee contribution up to the maximum of 6%.
Length of contract	Continued employment in all posts at MVDA is subject to the availability of funding.
Other benefits	MVDA is a member of the national Ride2Work scheme, which enables tax-free loans for the purchase of cycles for employees wishing to travel to work by bike.