

ELATT STAFF HANDBOOK

POLICIES, RULES AND PROCEDURES

WORKING AT ELATT

Issue Date: 01.09.15

YOUR BENEFITS

ELATT places the highest value on providing professional and personal development in a stimulating and supportive working environment. We need great people - dedicated, creative, hard-working, smart-working - to help us continuously improve the quality and reach of our services. In return we can offer all staff confirmed in post the following benefits:

We inspire people to flourish in life and work

Working at ELATT offers the opportunity to contribute to a mission to benefit the most disadvantaged by equipping them with skills to help themselves.

Career development

We reward staff that demonstrate initiative and enthusiasm by taking on additional responsibilities with upgraded job roles. There are always opportunities for you to learn and develop.

Contributory pension

We operate a contributory pension scheme through which ELATT pays up to 5% of the value of your salary into your pension.

Leave entitlements

We offer all staff 38 days annual leave including bank/public holidays pro rata and generous emergency leave entitlements.

Professional development

We are an Investor in People Gold, wholly committed to continuous improvement and professional development.

Consultative management style

ELATT is a small organisation, and you play a significant role in decision making through regular consultation.

Celebrating diversity: promoting equality

Working at ELATT is working in an organisation that celebrates diversity and promotes equality of opportunity for its students and its staff.

Dynamism and creativity

Working at ELATT is working for an organisation that is dynamic, responsive and always changing. We value creativity and innovation. Your ideas can quickly change the way we work.

Flexible working

We operate flexible working hours and working from home arrangements, helping you balance work with your personal commitments, interests and ambitions.

Professionalism and respect

We value professionalism, respect and mutual support. We are committed to a friendly working community.

Being the best

We are committed to being the best by always improving what we do.