

Elrha Benefits & Rewards

Salary

Jobs are positioned within the salary structure on the basis of evaluation. New employees would normally be appointed at the bottom of the grade, however the appointed salary may also take into account the relevant experience a candidate brings to a role. Elrha is committed to paying staff in a fair and equitable way and will benchmark all salary offers in line with the pay of existing staff.

A review of salaries usually takes place each April. Salary amounts are awarded annually based on both an inflationary increase, and an incremental increase for length of service.

Holiday Entitlement

The basic allowance for new starters is 25 days leave per year (pro rata for part timers) in addition to the usual UK Bank Holidays.

After your second year of service, you will receive an additional day annual leave per year. Thereafter your annual leave allowance will increase by 0.5 days each year up to a limit of 10 years' service (30 days). All annual leave and Bank Holiday entitlement is pro-rated for part time staff.

There is also an "Elrha Day," which is an additional day of leave around the Christmas holidays, details of which are communicated to all staff in the autumn.

Pension

Elrha staff are automatically enrolled into the Workplace Pension Scheme on the start date of employment (with the ability to opt out).

Your contribution is 3% of your annual salary, and Elrha contributes 5%. After 12 months service, staff are eligible to increase the contributions from both the Employee and Employer as below:

Retirement Savings	Your core contribution (% of basic salary)	Elrha (% of basic salary)
First year	3.0%	5.0%
Option b (only available after 12 months pension service)	4.0%	6.0%
Option c (only available after 12 months pension service)	5.0%	7.0%

Staff may also pay additional voluntary contributions (unmatched) into their pension at any time.

Life Assurance

Elrha staff have life assurance cover of 3 x salary.

Life Changes

Maternity/Adoption Arrangements

After working for Elrha for six months, full and part-time employees are entitled to 21 weeks full maternity/adoption pay. A reduced entitlement applies to staff with less than six months service. All employees, regardless of the length of their employment, are entitled to 52 weeks statutory maternity leave. Please see the table below.

Completed continuous service in months at 2 weeks before commencement of EWC	Occupational Maternity Pay, i.e. normal full pay
1 month	3.5 weeks full pay
2	7 weeks full pay
3	10.5 weeks full pay
4	14 weeks full pay
5	17.5 weeks full pay
6	21 weeks full pay

Paternity/Adoption Arrangements

After working for Elrha for six months, full and part time employees are entitled to 10 weeks full paternity/adoption pay in addition to the statutory 2 weeks paternity pay.

Hours of Work and Flexible Working

The standard working week at Elrha is 35 hours. Start and finish times can be agreed between employee and manager with respect to the core hours of 10:00am - 4:00pm. Flexibility of working hours may be required to meet Elrha's varying needs.

We welcome applications for flexible working.

Special Leave

Up to 10 days per calendar year are permitted, without loss of earnings or annual leave, when an urgent and exceptional domestic situation or personal crisis arises.

Health and Wellbeing Benefits

Employee Assistance Programme (EAP)

Elrha staff have access to a free, confidential service that offers expert advice, information and counselling on a wide range of issues such as buying a new home, starting a new job, having children, managing money and much more. The service is available 24 hours a day, 7 days a week, 365 days a year both over the telephone and online.

Eye Care

All Elrha staff are eligible to claim reimbursement for a standard UK eye test where the staff member feels the use of display screen equipment is affecting their eyesight. More details can be found in the Health and Safety Policy.

Healthy Workspaces

All Elrha new starters will receive a Display Screen Equipment (DSE) Assessment. Employees will be provided with appropriate equipment to work comfortably from their regular work base.

Flu Jabs

Annual flu jabs are offered to Elrha staff. More information is released at the time of the procedures.

Learning & Development Benefits

Elrha Learns

Elrha is committed to being a 'Learning Organisation'. Each month our Elrha Learns team hosts an hour-long session covering a wide variety of topics which aim to broaden our horizons. Past topics have included internal skills building provided by Elrha staff (Excel, communication skills), to external speakers sharing their knowledge of issues that affect the humanitarian community (the legacy of colonialism, the current situation at Cox's Bazar refugee camp).

BOND Membership

Elrha has a paid organisational membership with BOND, who provide a huge range of training for the humanitarian and international development sector which is free or greatly reduced for members. There are also a variety of other benefits that Elrha staff receive as members of BOND, such as exclusive events and knowledge fora.

e-Learning Portal

Staff have access to a comprehensive range of online learning opportunities including IT Training courses for Microsoft programmes and 25 ACAS eLearning Courses.

Note:

Elrha is a wholly owned subsidiary of Save the Children. We are able to benefit from a range of support services and benefits provided by Save the Children UK. For this reason, many of our benefits are provided through Save the Children UK's systems.