



Night Shelter Co-ordinator

First Base

Job Details

Ref: 971

Fixed Term Contract until 31 March 2019

Brighton Housing Trust

BHT is a charity and a registered housing association working in Brighton and Hove, Eastbourne, Hastings and other parts of Sussex.

BHT's Mission is to combat homelessness, create opportunities, and promote change and aims to achieve this Mission through a network of interlinked projects. By providing direct, practical services combined with a commitment to challenge the causes of poverty and inequality, we hope to achieve a supportive structure which men and women can use in a variety of ways to improve the quality of their lives.

For more information please see BHT's website www.bht.org.uk.

Project/Department Summary

The Night Shelter based at the Synergy Wing of The Brighton Centre, in the centre of Brighton provides a safe sleeping space for people who would otherwise sleep rough. The service commences on Saturday 24 November 2018 and will close on the morning of Tuesday 19 March 2019. The service will operate between the following times:

- Monday to Friday, 4.30 pm (clients access from 5 pm) – 7 am, 7 nights a week
- The service will operate on bank holidays and Christmas / New Year's night.

There may be several nights when, for operational reasons, the Night Shelter will be temporarily located at other venues in central Brighton.

Staff work on a rota system. The shifts will be an "early" 4.30 pm to 10.30 pm or "night" 10 pm to 7.30 am. The post holder will be expected to work early shifts on the rota system.

Job Summary

The post holder will be responsible for service delivery, development and all day-to-day issues of management. They will be expected to take the lead in liaison with external agencies and promotion of the work of the service and will ensure that the project meets the local community and funders' requirements, whilst directing, supporting and working with the operational team of paid, voluntary, intern staff and students on placement.

Salary

The salary is paid monthly in arrears and will be £27,790 per annum. An employer's pension contribution of between 4% is also paid. The level of this contribution is reviewed annually. The post is initially a fixed term contract until 31 March 2019

Hours of Work

The post holder will be expected to participate in the Night Shelter rota working between 4.30 pm and 10.30 pm at the Night Shelter and other hours can be worked by agreement with the Senior Manager. Evening and weekend work will be necessary. BHT does not pay overtime, but will grant "time off in lieu" if agreed by the senior manager.

Annual Holidays

The annual leave entitlement will be 185 hours (25 working days) pro rata, rising 1 day for each year of service to a maximum of 222 hours (30 days) pro rata. All public bank holidays are granted with two extra statutory days, to be taken over the Christmas period.

Closing Date

12 noon, Monday 10th December 2018

Interview Date

Wednesday 12th December 2018

We regret that we are unable to reply to every job applicant. However, if you are called for interview, you will be notified within seven days of the closing date.

An Enhanced DBS Check (Disclosure and Barring Service) is required on all successful applicants as a condition of employment for this post.

BHT operates an Equal Opportunities Policy