



Administrator

First Base

Job Details

Ref: 021

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

First Base is a busy service providing wide ranging practical advice, support services, healthcare and training facilities to clients. The team consists of 8 workers, 1 Deputy Manager and 1 Operational Manager.

Job Summary

The administrator has a pivotal role in the service, ensuring the smooth running of the office and all related systems.

The post also involves dealing with a wide range of enquiries from clients, partner agencies and members of the public.

Salary

The salary is paid monthly in arrears and will be £20,194 per annum pro rata. A 4% employer's pension contribution is also paid. The level of this contribution is reviewed annually.

Hours of Work

The hours of work will be Monday to Friday 9:00am to 4:30pm (½ hour lunch break) with a total of 27.5 hours per week. BHT does not pay overtime, but will grant "time off in lieu" if agreed by the Project Manager.

Annual Holidays

The annual leave entitlement will be 185 hours (25 working days), rising 1 day for each year of service to a maximum of 222 hours (30 days) pro rata. The role will include working on some bank holidays as part of the team rota for which "time of in lieu" will be granted.

Closing Date

12 noon, Monday 21st January 2019

Interview Date

Thursday 24th January 2019

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