



# Project Consultant Assistant

## Fulfilling Lives South East Multiple and Complex Needs Project



### Job Details

Ref: 903

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**Project Consultant Assistant - Brighton - 18 months Fixed Term Contract**

## 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](http://www.bht.org.uk).

## Fulfilling Lives: Multiple and Complex Needs Project

The Fulfilling Lives: Supporting People with Multiple and Complex Needs Project aims, over the 8 year funding period, to lead to more effective, more efficient and better coordinated services for people with multiple and complex needs. The projects' 3 teams will operate in Brighton and Hove, Eastbourne and Hastings.

Service users and people with lived experience of complex needs will inform and direct the work of the project at different levels – from working in the project staff teams, researching needs and solutions, involvement at strategic governance levels, and providing support and aspiration to peers.

The Project's aim is to monitor and evaluate the impact of designing and delivering better connected services and for this evidence to inform future policy and commissioning.

### The Project Consultants Team (PC)

There are 9 Project Consultants working across 3 areas: 1 full time Project Consultant and 2 Project Consultant Assistants in each location.

The Project Consultant is responsible for coordinating, leading and facilitating Service User Panel meetings (with support from the Service User Engagement Coordinator). They also take lead in visiting services and consulting with other service users. They are key in keeping the team informed and communicating with other staff members.

The Project Consultant Assistants will take part facilitating panel meetings; contributing to discussions, meet and greet, administrative duties and supporting panel members. They will also visit services and consult with other service users.

## **Fulfilling Lives Volunteers Action Groups**

The Action Groups (AGs) have a key role in the project. There is one AG in each location. They are a group of volunteers with lived experience of MCN who meet regularly to identify gaps and barriers in services and to propose solutions for improvement. They also work alongside the Project Consultant team to visit services and consult with other service users. Project Consultants provide regular supervision to the volunteers.

## **Job Summary**

The role of the Project Consultants (Assistant) will be to use their experience and knowledge to help review and improve services, systems processes and protocols. They will be assisting the team (Project Consultant and Service User Engagement Coordinator) in facilitating the action groups.

They will also work closely with the Project Consultants and the Action Groups Volunteers to visit local services and consult with their service users about the problems they face accessing and engaging with services and to propose solutions.

Project Consultants (and Project Consultant Assistants) mentor the volunteers and support them to engage with the project aims and activities.

This position is based within the Brighton team. There will be an expectation of significant travel across the three areas (Brighton & Hove/ Eastbourne/ Hastings) as part of the role.

## **Salary**

The salary is paid monthly in arrears and will be £19,663 per annum pro rata. An employer's pension contribution of 5.5% is also paid. The level of this contribution is reviewed annually.

## Hours of Work

The hours of work will be 18.5 hours per week (Part Time); work pattern: Monday (10.00-4.30), Friday (10.00-4.30) and a third day to be agreed.

BHT does not pay overtime but will grant “time off in lieu” if agreed by your line manager. The service will deliver a responsive approach, which may include weekends and evenings.

## 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. All public bank holidays are granted with two extra statutory days, to be taken over the Christmas period.

## Closing Date:

12 noon, Thursday 13<sup>th</sup> June 2019

## Interview Date:

Thursday 4<sup>th</sup> July 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**