First Line Support IT
IT Department
Job Details Ref: 907

12 Month 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**.

Project/Department Summary

The BHT IT Department run networks for both BHT and YMCA DLG consisting of 600 Windows 7 computers across 70 locations throughout Sussex and Surrey.

The network consists of a Hyper-V (2012 R2) system hosting 70 virtual servers (2008 – 2012 R2) providing all the systems necessary for both BHT and YMCA. The majority of apps are published applications though there is growing use of SaaS where it fits within the organisation. Growth areas for the department include Voice over IP, WiFi and Mobile.

Job Summary

To assist in the delivery of BHT's IT Support Service to BHT and YMCA DLG. To provide telephone and email helpdesk support as well as site visits. Assist with the implementation of new IT systems and projects.

Salary

The salary is paid monthly in arrears and will be £20,215 per annum. An employer's pension contribution of between 5.5% is also paid. The level of this contribution is reviewed annually.

Hours of Work

Working five days per week Monday to Friday 9:00am to 5:30pm, the hours of work will be 37 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) 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 22nd July 2019

Interview Date

Thursday 1st August 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.

A Basic 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