



**Fixed Term until 31 March 2020 (with the possibility of an extension subject to funding)**

## 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).

## Project/Department Summary

The Whitehawk Inn is situated in East Brighton and provides information and advice about learning, work and support. For people looking to get back into work we offer careers advice, employment support and a range of tailored resources.

We also offer a variety of accredited and non-accredited and ensure that our courses are reasonably priced and affordable for those on a low income.

Our work is complimented by a team of volunteers who get involved in all aspects of our work including classroom support, running free clubs and resource development.

## Job Summary

We are looking for a part-time Information, Advice and Guidance Worker to join our existing team. The post holder will provide person-centred, impartial, one to one advice and guidance session relating to digital and financial inclusion, learning, volunteering and employment opportunities. The post holder will also be expected to facilitate group sessions relating to these areas.

## Salary

The salary is paid monthly in arrears and will be £26,314 per annum pro rata. A 5.5% employer's pension contribution is also paid. The level of this contribution is reviewed annually.

The post will be fixed-term until 31 March 2020 with the possibility of an extension beyond then.

## **Hours of Work**

This The hours of work will be 22.5 hours per week, working Monday - Friday to be agreed with the postholder. BHT does not pay overtime but will grant "time off in lieu" when 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, Tuesday 27<sup>th</sup> August 2019

## **Interview Date**

Monday 2<sup>nd</sup> September 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 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**