



Learning & Development Administrator Learning & Development Team

Job Details

Ref: 153

Fixed Term Contract Until 31 March 2020 (Subject to review)

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

BHT's Learning & Development Team comprises of the Learning & Development Manager, the Learning & Development Administrator and the Learning & Development Marketing/Administrative Assistant. The Learning & Development Team falls under the responsibility of the Head of HR and Learning & Development.

The Learning & Development Team facilitates all learning and development activities for BHT's 250 staff, including coordinating BHT's annual training programme. BHT Training courses are specifically aimed at people working in the voluntary sector, with a key focus on improving the lives of vulnerable adults and young people. Our training courses are also available to the local and wider community and the income generated from sales helps subsidise the BHT training budget.

BHT Training has secured its reputation as a leading provider of quality and affordable training for the voluntary sector in the South East. Our training programme is designed to support staff and other local services to achieve and sustain excellent performance results. Most importantly our training programme aims to improve the lives of the vulnerable people we support.

For more information please visit the BHT Training website: www.bht-training.org.uk

Job Summary

The role of Learning & Development Administrator is to support BHT's Learning & Development Team in the full range of L & D activities by providing efficient and proactive administrative and marketing support.

Salary

The salary is paid monthly in arrears and will commence at £20,497 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 30 hours per week working between 8:30am to 5:30pm, Monday to Friday and can be agreed after interview. BHT does not pay overtime but will grant "time off in lieu" if agreed by the Manager.

Annual Holidays

The annual leave entitlement will be 25 working days (pro rata for first year) and will increase by one day on the 1st April of each year, until reaching the maximum entitlement of 30 days. This is subject to having been employed by BHT for six months. The annual leave entitlement is applied on a pro rata basis for part-time staff.

All public bank holidays are granted with two extra statutory days over the Christmas period.

Closing Date

12 noon, Thursday 26th September 2019

Interview Date

Monday 7th October 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.

BHT operates an Equal Opportunities Policy