



Housing Officer BHT Housing Services Job Detail

Ref: 901

Fixed Term until 31st March 2020

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

Housing Services provides a housing management and repairs service to our tenants and a repairs service to other projects in BHT.

Our aim is a quality and person centred housing management service both in our Community Housing in Brighton and Hastings and our temporary accommodation in Hastings, Eastbourne and Brighton.

Our concept is a well-managed tenancy where landlord and tenant are equitable partners in a business arrangement

Job Summary

Working within Housing Services providing a comprehensive housing management service for a patch of properties, within defined policies and procedures and in accordance with agreed performance standards, ensuring a high quality customer focused service is provided at all times.

Salary

The salary is paid monthly in arrears and will commence at £27,055 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 37 hours per week, the working week is Monday to Friday. 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, Monday 21st October 2019

Interview Date

Monday 28th 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.

Please note that we require DBS (Disclosure and Barring Service) Enhanced Disclosure check to be carried out on all successful applicants as a condition of employment.

BHT operates an Equal Opportunities Policy