



Deputy Manager

Phase One

Job Details

Ref: 079

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

Phase One is a 52 bed high support hostel for single homeless men and women. All clients have multiple complex needs and our work is focussed on providing safe, secure accommodation while addressing each resident's individual support needs by providing tailored support packages to support clients towards living more independently.

Using psychologically informed and trauma informed practice we work with clients to increase self-esteem and create a space where they can begin to address the issues at the root cause of their homelessness, make the changes necessary to lead more settled lives, and realise their aspirations using a personalised, goal centric support planning process. We work with clients who are using alcohol and substances and encourage them to examine their substance use issues and take positive steps towards their recovery and abstinence.

A key feature of the service is that clients are supported towards moving from the main body of the project into medium and low supported step-down accommodation in our pre-tenancy flats where the focus of support is on preparation for move on into independent accommodation. Clients living at the project undertake a specifically designed life skills programme, The Programme for Change, to gain the skills necessary for sustainable independent living.

The client group is referred in to the project by Brighton and Hove City Council's Housing Options Team. The project also has 5 beds spaces referred into by the Mental Health Team for Homeless People.

Job Summary

The Deputy Manager will assist the Operational Manager in delivering the strategic aims and objectives of Phase One and Brighton Housing Trust. To assist the manager in the day to day operation and lead on maintenance of Phase One and to deputise in the manager's absence.

Under the direction of the Operational Manager, the Deputy Manager will ensure that all administrative and financial procedures are completed within given time scales. They will supervise and direct the work, development and training of Supported Housing, Hostel Workers and the Cleaner in line with the expectations of Phase One's support service.

They will manage and facilitate an advice and support service to single homeless people in line with organisational and funding requirements e.g. BHT policies and the HRS service specification and key performance indicators. The Deputy Manager will assist the manager in developing the project's services, policies and procedures, and participate in an on-call manager's rota.

Salary

Salary is paid monthly in arrears and will be £28,207 per annum plus an Anti-Social Hours Enhancement of £1,469 per annum as well as an enhancement of £22 for week nights and £45 for weekends and bank holidays for On-call. An employer's pension contribution of between 5.5% is also paid. The level of this contribution is reviewed annually.

Hours of Work

The hours of work will be an average of 37 per week 52 weeks per year. The rota will include 9am-5pm shifts, a 9-7pm weekly shift and some weekend work. The Trust pays limited overtime, but additional hours worked will be granted as "time off in lieu" if agreed by the Operational 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, Friday 22nd November 2019

Interview Date

Friday 29th November 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