



Administrator/Receptionist

Eastbourne Advice

Job Details

Ref: 460

Fixed Term until 31st December 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

BHT Eastbourne Advice is a very busy, independent advice centre, which assists homeless and inadequately housed people to access accommodation and provides specialist legal advice in housing and welfare benefits related issues.

Job Summary

This post is necessary to the service to assist in meeting the service contracts and service delivery requirements. This would be by providing the administrative support that is necessary to ensure the smooth running of the service and to provide telephone reception. There may be some front line reception cover for annual leave and sickness.

The job is based at our office in Eastbourne, but administrative support for our centre in St Leonards will also be required.

Salary

The salary is paid monthly in arrears and will be £21,078 per annum pro rata. A 5.5% employer's pension contribution is also paid. The level of this contribution is reviewed annually.

Hours of Work

This post is for 15 hours per week, either mornings from 9:00am to 12:00 noon or evenings 2:00pm to 5:00pm (1:30pm to 4:30pm Fridays). 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), 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 27th January 2020

Interview Date

Friday 31st January 2020

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