



### **12 Month Fixed Term Contract**

BHT Sussex is a registered homeless charity and a housing association working across Sussex with sites in Brighton and Hove, Burgess Hill, Polegate, Eastbourne and Hastings. We provide housing, and deliver support, specialist legal advice and guidance to some of the most vulnerable people across Sussex.

Our Mission is to combat homelessness, create opportunities, and promote change and we aim to achieve this through a network of specialist interlinked projects. By providing direct, practical services combined with a commitment to challenge the causes of poverty and inequality, we have a supportive culture which our clients and tenants can use in a variety of ways to improve the quality of their lives. We live and promote our values of Inspiring Change, Empowering People, Delivering Excellence, Collaboration and Being Accountable.

For more information please visit our website [www.bht.org.uk](http://www.bht.org.uk).

## **Project/Department Summary**

Our IT Department runs a network for over 300 staff, Board Members and external clients running Windows Desktop and Laptop computers.

The infrastructure is mostly cloud/SaaS including Office365 (Exchange, SharePoint, OneDrive & Teams & Azure AD), endpoint protection, ticketing, monitoring, filtering and line of business applications.

The legacy network consists of on premises Hyper-V system hosting ~10 virtual servers (2012 – 2019) which are intended to all be retired by the end of 2022.

## **Job Summary**

To assist in the delivery of BHT Sussex's IT Support Service. To provide telephone and email helpdesk support as well as site visits. Assist with the implementation of new IT systems and projects.

## **Salary**

The salary is paid monthly in arrears and will be £28,774 per annum. An employer's pension contribution of 5.5% is also paid. The level of this contribution is reviewed annually.

## Hours of Work

Working five days per week Monday to Friday 9:00am to 5:30pm, the hours of work will be 37 hours per week. BHT does not pay overtime, but will grant "time off in lieu" if agreed by the Manager. There is also on-call cover on alternate weekends for emergencies.

## 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 8<sup>th</sup> March 2022

## Interview Date

Friday 11<sup>th</sup> March 2022

**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 Basic DBS Check (Disclosure and Barring Service) is required on all successful applicants as a condition of employment for this post.**

**BHT Sussex operates an Equal Opportunities Policy**