



Administrator / Receptionist

BHT Eastbourne Advice

sussex Job Details

Ref: 460

BHT Sussex

BHT Sussex is a charity and a registered housing association working in Brighton and Hove, Eastbourne, Hastings and other parts of Sussex.

BHT Sussex'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 people can use in a variety of ways to improve the quality of their lives.

For more information please see our website www.bht.org.uk.

Project / Department Details

BHT Eastbourne Advice is a busy, independent advice centre, providing specialist advice covering housing, welfare benefits and money guidance. It is one of three Advice Offices run by BHT Sussex, the others being in Hastings and Brighton.

Job summary

The main purpose of the job is to provide a welcoming initial point of contact for clients and referrers, providing information about the services we offer, taking relevant details about their situation and booking and managing appointments.

The post will ensure the smooth running of the service and ensure that clients have provided the required information in advance of their appointment and details are correctly stored on our contact management system.

Other administrative work will be required to support the needs of the service which may include managing incoming post, emails, scanning or copying documents etc.

The post is based at our office, close to the railway station. Home working is not relevant to this post.

Salary

Salary is paid monthly in arrears and will be £21,932 per annum full time equivalent (£16,300 based on 27½ hours). An employer's pension contribution of 5.5% is also paid (reviewed annually).

Hours of Work

This is a permanent contract for 27½ hours per week. The hours of work will be 5½ hours a day, Monday to Friday. We can be a little flexible about the actual working times but our preferred working times are 9am to 3pm including a 30 min lunch break. BHT Sussex 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) 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 19th April 2022

Interview Date

Wednesday 27th April 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.

BHT operates an Equal Opportunities Policy