



## **Intern Coordinator (18.5 – 21hrs p/wk)**

**Fixed term – 12 months**

**Intern Programme**

**Job Details**

**Ref: 136**

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### **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.

### **Project Details**

The Intern Coordinator is responsible for the development, day-to-day running and coordination of the BHT Sussex Intern Programme, including the development and delivery of a training programme and work placements for Interns.

### **Job summary**

The post holder will promote excellence in all aspects of programme design and delivery, enabling and empowering Interns to strive for and believe that personal excellence is a realistic and attainable achievement. The post holder will ensure the programme is delivered in a safe, effective and efficient manner by completing all relevant checks, including references, DBS checks, and risk assessments.

They will publicise and promote intern opportunities and developments within BHT Sussex and partner organisations, attending team, local and regional meetings as appropriate, and will recruit a pool of voluntary Intern Mentors, both internally and externally, to assist the interns to navigate their journey through their placement.

A key aspect of this post will be to develop a closer network of communications, co-operation, joint projects and skills exchange with other agencies in the community. There will be an expectation to review the viability of the service with the Senior Manager and explore funding opportunities to further extend the intern programme beyond this 12 month placement.

Please note, this is a part time post and applications are welcome for either 18.5hrs or 21 hrs per week. This is for a 12-month fixed term contract.

### **Salary**

The salary is paid monthly in arrears and will commence at £28,151 (£14,075 - 15,977 pro-rata). 5.5% employer's pension contribution is also paid. The level of this contribution is reviewed annually.

## **Hours of Work**

The hours of work for this post will be 18.5 or 21 hours per week. Working Monday to Friday between the hours of 9am and 5pm. Flexibility will be required to meet the needs of the interns and placements.

BHT Sussex does not pay overtime but will grant time off in lieu if agreed by the service 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, Monday 20<sup>th</sup> June 2022

**Interview Date:** Thursday, 30<sup>th</sup> June 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.**

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

***You will be required to show COVID19 Vaccination certification (CQC services only)***

**BHT operates an Equal Opportunities Policy**