

## **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 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](http://www.bht.org.uk).

## **Department Summary**

BHT Sussex Advice Services are made up of the projects detailed below. All services deliver on more than one contract.

### **Brighton and Hove Advice Services**

Our Advice Services in Brighton and Hove provide legal advice on housing, asylum, and related social welfare matters. The service consists of the following:

- A Housing Legal Advice Team – currently consisting of a Team Leader who is a qualified solicitor, a Housing Solicitor, a Senior Housing Adviser, two Housing Advisers, and a Reception/Triage Worker.

The Housing Team's main contracts are with the Legal Aid Agency and Brighton and Hove City Council to deliver advice and include a Housing Possession Court Duty Scheme. BHT Sussex Advice services are a partner in the Advice Matters project and the Moneyworks project within the city.

- An Asylum and Immigration Legal Advice Team – currently consisting of a Team Leader who is a qualified solicitor, 3 Immigration/Asylum Solicitors, a Senior Adviser and 1 part-time Adviser.

The Asylum and Immigration Team has a contract with the Legal Aid Agency to deliver advice on asylum and immigration matters.

- The two teams are supported by two Legal Secretaries/Administrators.

### **East Sussex Advice Services**

BHT's East Sussex Advice Services are based in offices in Eastbourne and Hastings.

## Eastbourne Advice

The service consists of the following:

- A Housing Advice Team – currently consisting of a Team Leader who is a qualified solicitor who works across the Eastbourne and Hastings offices. An Eastbourne Advice manager who also provides housing advice within the Eastbourne office and 1fte Housing Adviser (funded by the Legal Aid Agency, Eastbourne Borough Council and Lewes District Council)
- Debt advice – 1 adviser funded by East Sussex County Council – covers the whole of East Sussex.
- Macmillan East Sussex Welfare Benefit Service – 2fte and 0.5fte Administrator (funded by Macmillan Cancer Support and delivered in partnership with Money Advice Plus)

## Hastings Advice

The service consists of the following:

- A Housing Advice Team – 1.8fte Housing Advisers and a Manager (funded by the Legal Aid Agency, Hastings Borough Council and Rother District Council)

## Job Summary

The post holder will provide specialist housing advice to clients who are eligible for assistance under a Civil Legal Aid Agency Contract, as well housing advice to residents of Hastings and Rother where they are not eligible for Legal Help.

The post holder will be a specialist housing adviser who has experience of Housing/Homelessness Law. Ideally the post holder will also provide advocacy in the county court on housing possession matters, e.g. at the housing court duty possession scheme.

## Salary

The salary is paid monthly in arrears and will be £24,502 to £29,349 per annum pro rata depending on experience. 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 between 22.5 or 30 hours per week, working Monday to Friday. Hours of work to be agreed. BHT Sussex does not pay overtime but will grant "time off in lieu" if agreed by the Hastings Advice 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. The role will include

working on some bank holidays as part of the team rota for which “time of in lieu” will be granted.

**Closing Date: Noon on the 20 June 2022**

**Interview Date: 27 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.**

**BHT operates an Equal Opportunities Policy**

**As an employer we prioritise the safety of our workforce and clients therefore we promote the uptake of Covid19 vaccinations.**