

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 / Department Details

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 services consist of the following:

- A Housing Legal Advice Team – currently consisting of a Team Leader who is a 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 solicitor, 3 Immigration/Asylum Solicitors, a Senior Adviser and 1 part time Adviser.
- The two teams are supported by 2 Legal Secretaries/Administrators.

East Sussex Advice Services

BHT's East Sussex Advice Services are based 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 solicitor who works across Eastbourne and Hastings offices. An Eastbourne Advice Manager who also provides housing advice within the Eastbourne office and 1 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 – 2 Welfare Benefit Advisers and a part time 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 – 2 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 legal housing advice and provide representation for clients who are eligible for assistance under a Civil Legal Aid Agency Contract.

The post holder will be either:

- a housing solicitor who has experience of providing representation and casework, or
- a housing adviser who has experience of providing representation and casework on a Legal Aid Certificate under the supervision of a housing solicitor, or
- a housing adviser who has experience of providing casework and advocacy under a Legal Help Contract with the Legal Aid Agency, who has the ability and is willing to learn new processes quickly to undertake casework and representation on a Legal Aid Certificate under the supervision of a housing solicitor.

The post will be self-funding through the income from the Legal Aid casework.

The post holder will also provide advocacy in the Lewes Court on housing possession matters.

The post will be based at the Eastbourne office, with an option for some home working. Clients will be referred from our 3 offices, Eastbourne, Hastings or Brighton and travel may be required to see clients face to face if necessary.

Salary

The housing advisor salary is paid monthly in arrears and the salary will be £29,349. The housing solicitor salary is paid monthly in arrears and the salary will be from £29,349 to £39,830 per annum depending on qualification and experience. A 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 37 hours per week. This will be Monday to Thursday 9am to 5pm and Friday 9am to 4.30pm with half an hour lunch.

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), 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, 28th June 2022

Interview Date: 5th July 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 Standard or Basic 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.