
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 Sussex's website www.bht.org.uk.

Project/Department Summary

Hastings Young Peoples Service offers supported accommodation to young people aged 16 to 25 years across four properties in Hastings and St Leonards. Brittany Road (Stage 1) is a 9 bed high support service, staffed 24 hours a day, and Southwater Rd and Milward Rd (Stage 2) are 6 bed shared houses with support being provided by a dedicated key worker. Residents will move on from these houses into more independent accommodation including its own **stage 3 property at Filsham Road where this particular post will be based.**

The structured life skills programme equips people to live independently. The programme includes cooking, budgeting, form filling, social skills, being a good neighbour and tenant, health and safety and DIY and is delivered at all stages within this pathway.

Using psychologically informed and trauma informed practice we work with clients to increase self-esteem and create a space where they can begin to address the issues at the root cause of their homelessness, make the changes necessary to lead more settled lives, and realise their aspirations using a personalised, goal centric support planning process. We work with clients who are using alcohol and substances and encourage them to examine their substance use issues and take positive steps towards their recovery and abstinence.

The client group is referred into the service by Hastings Borough Council's housing options team or via East Sussex County Council's Through Care Team.

Job Summary

The post holder will be responsible for a range of administrative tasks and will assist the project in its rent collection and rent accounting duties. The post holder will have both telephone and face to face contact with residents, BHT staff and other professionals.

Salary

The salary is paid monthly in arrears and will be £20,746 per annum pro rata. A 5.5% employer's pension contribution is also paid. The level of this contribution is reviewed annually.

Hours of Work

26 Hours per week. Hours are covered by shift patterns between 8:45am and 3.00pm, Tuesday to Thursday, with either Monday or Friday working from home and completing out of office tasks such as banking.

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

Midday, 12th August 2022

Interview Date

25th August 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