



Housing Officer

BHT Sussex

sussex Job Details

Ref: 958

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

Housing Services provides a housing management and repairs service to our tenants and a repairs service to other projects in BHT.

Our aim is a quality and person-centred housing management service both in our Community Housing in Brighton and Hastings and our temporary accommodation in Hastings, Eastbourne and Brighton.

Our concept is a well-managed tenancy where landlord and tenant are equitable partners in a business arrangement.

Job summary

Working within Housing Services providing a comprehensive housing management service for a patch of properties, within defined policies and procedures and in accordance with agreed performance standards, ensuring a high-quality customer focused service is provided at all times.

Salary

The salary is paid monthly in arrears and will commence at £27,599 per annum plus an Essential Car User Allowance of £1,218 per annum pro rata. An employer's pension contribution of 5.5% is also paid. The level of this contribution is reviewed annually.

Hours of Work

The hours of work will be 37 hours per week working between Monday to Friday and can be agreed after interview. BHT Sussex does not pay overtime but will grant "time off in lieu" if agreed by the 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. (*Ex SO 200 hours (27 working days) rising 1 day for each year of service to a maximum of 236 hours (32 days) pro rata.*)

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.