



# Project Consultant



## Fulfilling Lives – Remote working Job Details

Ref: 833

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**Project Consultant - Fulfilling Lives: Multiple and Complex Needs Project - Fixed Term Contract until 31<sup>st</sup> March 2022**

### **Brighton Housing Trust**

BHT is a charity and a registered housing association working in Brighton and Hove, Eastbourne, Hastings and other parts of Sussex.

BHT'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.

### **Fulfilling Lives: Multiple and Complex Needs Project**

The Fulfilling Lives South East Project started in 2014 and is funded until July 2022 by the National Lottery Community Fund. The project, which is led by BHT and supported by a number of voluntary and statutory sector partners, provides intensive and tailored support to people with multiple and complex needs, helping the most vulnerable and hard to reach. It also works alongside people with lived experience of multiple and complex needs, to achieve positive changes in services and make them better connected and easier to access. The project operates in Brighton and Hove, Eastbourne and Hastings.

More information can be found here: <https://www.bht.org.uk/fulfilling-lives/>

### **The Project Consultants Team (PC)**

There are 9 Project Consultants working across 3 areas: 1 full time Project Consultant and 2 Project Consultant Assistants in each location.

The Project Consultant is responsible for coordinating, leading and facilitating weekly Volunteers Action Groups. They collaborate with System Change Team and support volunteers to be involved in system change activities.

### **Volunteers Action Groups (AGs)**

The Action Groups (AGs) play a key role in the project. There is one AG in each location. They are a group of volunteers with lived experience of Multiple Complex Needs who meet regularly to discuss, plan and to get involved in activities that will lead to change in systems and services for people with Multiple Complex Needs. They also work alongside the Project Consultant team and the System Change team to propose and implement changes in services and in systems. Project Consultants provide regular support and mentoring to the volunteers.

## Job Summary

The role of the Project Consultants is to use their experience and knowledge to help review and improve services, systems, processes and protocols. They lead and facilitate Action Group (AG) meetings as well as providing support and mentoring for the volunteers.

They work closely with the Project Consultants (Assistants), the Action Group's Volunteers and the System Change team and will take part in activities that will lead to system change.

This position is not based within a specific location as the team is currently working remotely. Once office work resumes there will be an expectation of significant travel across the three areas (Brighton & Hove/ Eastbourne/ Hastings) as part of the role.

## Salary

The salary is paid monthly in arrears and will be £21,289 per annum. 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 (Full Time). BHT does not pay overtime but will grant "time off in lieu" if agreed by your line manager. The service will deliver a responsive approach, which may include weekends and evenings.

## 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, Friday 26<sup>th</sup> March 2021

## Interview Date:

31<sup>st</sup> March 2021 - Interview online.

**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**