



**Debt Adviser**

**BHT Advice**

**Job Details**

**Ref: DA**

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**Fixed Term Contract until 31st March 2022**

## **Brighton Housing Trust**

BHT Sussex is a charity and a registered housing association working across, Brighton & Hove and East and West 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).

## **Project/Department Summary**

BHT 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/immigration and housing related debt 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 Receptionist/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 the Housing Possession Court Duty Scheme. BHT 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 consists of a Team Leader who is a qualified solicitor, 2 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.
- The two teams are supported by two Legal Secretaries.

### **East Sussex Advice services**

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

#### **Eastbourne**

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 1.8fte Housing Advisers and a Receptionist/Administrator. (funded by the Legal Aid Agency, Eastbourne Borough Council and ESCC).
- Macmillan East Sussex Welfare Benefit Service – 2fte Welfare Benefit Advisers and a 0.5fte Administrator (funded by Macmillan Cancer Support and delivered in partnership with Money Advice Plus)
- Lewes Universal Credit Service – 0.7fte UC Adviser (funded by Lewes District Council).

#### **Hastings**

The service consists of the following:

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

#### **Trainee solicitor**

BHT Sussex has received funding from the legal Education Foundation for a trainee solicitor who is based in the Brighton Office. This is a two year post covering housing immigration/asylum and public law. This post covers certificated cases and court duty in East Sussex.

#### **New project in East Sussex**

East Sussex County Council is funding this new project for one year until the 31<sup>st</sup> March 2022. The project consists of several local advice providers:

- BHT Sussex

- Hastings Advice and Representation Centre
- Sussex Community Development Association
- Possability People
- Amaze
- Age Concern Eastbourne
- Age UK
- The 5 East Sussex Citizens Advice services

The Project aims and objectives are:

*to ensure people who have shielding and those affected by Government Guidance in relation to the Covid pandemic are able to access advice and information on all aspects relating to finances, i.e. income maximisation, benefit eligibility and help to apply, employment rights, dealing with any debt emergencies, budgeting etc.*

*to ensure people experiencing debt, benefits or housing issues are referred to the organisations existing team of specialist advisers, or to other specialist advisers operating in East Sussex for ongoing casework where needed.*

For BHT Sussex the funding from this Project means that we can employ 1.5fte Debt Advisers from 1<sup>st</sup> July 2021 to 31<sup>st</sup> March to provide specialist level debt advice.

Offices are in Eastbourne, Hastings and potentially Brighton. Remote working would also be appropriate for this role. A mixture of home working and office based would be ideal.

## Job Summary

The post holders will provide specialist level debt advice covering the full range of debt related issues.

The post holder will have at least one year's experience of providing debt advice and the Financial Conduct Authority standards in debt advice provision and would ideally be a member of the Institute of Money Advisers.

## Salary

Salary is paid monthly in arrears and will be £27,599 per annum pro rata (SCP55) dependant on experience and supervisory 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 for this post will be 37 hours per week or 18.5 hours per week, this is negotiable. Working between 9am to 5pm Monday to Friday. BHT 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) 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

12 noon: Monday 17<sup>th</sup> May 2021 at 12 noon

## Interview Date

Thursday 20<sup>th</sup> May 2021

**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**