



# Routes Project

## Employer Engagement Coordinator

### Job Details

### BHT Sussex

Ref: 432

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 people 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

The Routes Project, based at the Whitehawk Inn in East Brighton, supports people to access work and learning opportunities. For more information, please see the Routes website [www.routes.org.uk](http://www.routes.org.uk).

## Job Summary

Based at the Whitehawk Inn in East Brighton the role will entail working across the Routes partnership with our Advisers based in our delivery partners' organisations, (BHT Sussex, Hangleton and Knoll Project and WEA) to support project participants to access employment opportunities including work placements.

As a Routes Employer Engagement Coordinator, you will work across the Routes partnership with our Advisers based in our delivery partners' organisations, (BHT Sussex, Hangleton and Knoll Project and WEA) working with them to support project participants to access employment whilst holding a small caseload.

The work will involve completing an initial vocational assessment with participants, role coaching and brokering work placements and/or jobs with employers. The role may also include providing 'in work' support for participants for up to 6 weeks.

The role will carry a small caseload as well as a target for achieving project employment outcomes for participants.

The post holder will be solely employed in delivering Routes related work. Routes is a Building Better Opportunities project which is part funded by the European Social Fund and The National Community Lottery Fund.

**The role is Fixed Term until 31 October 2022**

## **Salary**

The salary is paid monthly in arrears and will be £16,105 per annum pro rata (£28,375 FTE) An employer's pension contribution of 5.5% is also paid. The level of contribution is paid annually.

## **Hours of work**

Will be 21 worked on weekdays (to be agreed) usually between 9:00 and 17:00. It is possible some evening, weekend or bank holiday working may be required for which time in lieu will be granted in agreement with the Senior 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, Thursday 17 June 2021

## **Interview Date**

Tuesday 22 June 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**