



Routes Project Coordinator

Whitehawk Inn

Job Details

Ref: 1059

BHT Sussex

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

Project / Department Summary

The Routes Project, based at the Whitehawk Inn in East Brighton, supports people who are unemployed or economically inactive "participants" to access work and learning opportunities. For more information, please see the Routes website www.routes.org.uk.

Job Summary

The role will support project participants to access employment related opportunities.

As the Routes Project Coordinator, you will complete an initial vocational assessment with participants and support them to achieve employment, training or job searching related skills.

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 £28,489 per annum. An employer's pension contribution of 5.5% is also paid. The level of contribution is paid annually.

Hours of work

Hours of work will be 37 worked each weekday 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, Tuesday 21 September 2021

Interview Date

Thursday 30 September 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 Sussex operates an Equal Opportunities Policy