

 **Deputy Manager**  
**Emotional Wellbeing Service**  
**sussex Job Details**

**Ref: ###**

### **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**

BHT Sussex works within Pathfinder West Sussex ([www.pathfinderwestsussex.org.uk](http://www.pathfinderwestsussex.org.uk)), a well-established alliance of organisations, including NHS Mental Health Services, working together to enable local people with mental health support needs and their carers to improve their mental health and wellbeing. BHT Sussex leads Pathfinder services in the Mid Sussex & Crawley areas. We have a person-centred ethos which aims to build on people's strengths and increase their knowledge, skills, and confidence to manage their own mental wellbeing with the support of experienced staff. The new Pathfinder Emotional Wellbeing Service will make this support available in GP surgeries for the first time.

Commented [RK1]: Add link to pathfinder website

### **Job summary**

The role of the Deputy Manager is to assist the Community Services Manager in the day-to-day management of the Pathfinder Emotional Wellbeing Service. Responsibilities will include, managing referrals, improving standards and performance, staff support and developing/maintaining effective working relationships with external and partner organisations. The Deputy Manager will also take responsibility for specific projects in agreement with the Community Services Manager and deputise in their absence. The post holder will be committed to delivering high quality preventative mental health interventions and will have experience of working with vulnerable people using person centred and empowering approaches. They will be skilled at delivering and facilitating referral, assessment, support planning and case work management. A proven track record of monitoring and reporting on financial and performance targets is required along with the ability to support and promote staff wellbeing and work in partnership with health and social care organisations.

### **Salary**

The salary is paid monthly in arrears and will commence at £ 29,349. 5.5% employer's pension contribution is also paid. The level of this contribution is reviewed annually. Any on call payments, allowances etc.

DATE

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**Hours of Work**

The hours of work for this post will be 37 hours per week. Working Monday – Friday 9am – 5pm. Flexibility will be required.

BHT Sussex does not pay overtime but will grant time off in lieu if agreed by the service manager.  
*Participation in responsive on call cover if support is required out of hours.*

**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.**

***You will be required to show COVID19 Vaccination certification (CQC services only)***

**BHT operates an Equal Opportunities Policy**