

Administration and Support Co-ordinator - Route One

Salary: £21,328 per annum, pro rata

37 hours per week 9am – 5pm Monday to Friday finishing at 4.30pm one day a week. Based in Brighton.

5.5% (Reviewed annually) pension contribution

Annual Leave entitlement starts at 25 working days per annum (pro rata) rising 1 day for each year of service to a maximum of 30 days pro rata. All public bank holidays are granted with two extra statutory days, to be taken over the Christmas period.

The role of the administration and support co-ordinator is to provide administrative support to the Route One team and housing-related and flexible tailored support to people with mental health and complex support needs. The role will include:

- Working with Route One support workers to provide additional support to clients as needed, including attending external appointments, cleaning, shopping, preparing meals etc
- Cleaning vacant rooms, coordinating maintenance-related work, and ensuring re-letting timeframes are met.
- Offering group-work support, including facilitating client-led workshops and activities.
- Liaising with contractors to coordinate and plan efficient completion of maintenance related tasks.
- To provide administrative support which includes overseeing the Route One main telephone line and managing inboxes.
- To manage the petty cash system including submitting petty cash returns, cashing petty cash etc in line with BHT Sussex policy

We offer:

- A full paid Induction
- Supportive team and management
- Positive and Dynamic working environment
- Opportunities for Training

Closing Date: 12 noon: 18th July 2022

Interview Date: 26th July 2022