



Administration and Support Co-ordinator

Fixed Term to 31/10/22

(with the possibility of becoming a permanent post)

Route One

Job Details

Ref: 1078

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.

About Route One

Route One project provides accommodation for sixty adults presenting with a range of mental health diagnoses, including: Schizophrenia, Bipolar Disorder, Personality Disorder, Depression, OCD, PTSD, those with multiple complex needs and people experiencing the effects of trauma.

The service provides a dynamic, flexible approach to supporting people with mental health and complex needs, incorporating the recovery model, trauma informed care, and working within a psychologically informed framework.

The project offers a variety of accommodation:

- Carlisle Road: 14 self-contained flats
- Aymer Road: 14 self-contained flats
- Bear Road: 6 self-contained flats
- Westbourne Gardens: 1 self-contained flat and 4 units of shared accommodation
- Sackville Gardens: 1 self-contained flat and 4 units of shared accommodation
- Chelwood Close: 5 units of shared accommodation
- Dorset Gardens: 6 units of shared accommodation
- Belle Vue Gardens: 5 units of shared accommodation. Specialist women-only Service.

The service works closely with primary and secondary health services, statutory and third sector services. Multi-agency support and risk reviews are led by each client's allocated support worker.

Asset-based 1:1 and group work are provided, within a flexible range of 2-8 support hours per week, based on individual need. The overarching aim is to move people on to independent living within two years. The Outcomes Star is the primary tool for measuring change.

Key Service outcomes:

- To promote mental health recovery
- To increase independence and improve independent living skills

- To work in partnership with statutory mental health services in Brighton and Hove

Administration and Support Co-ordinator job summary

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

Salary

The salary is paid monthly in arrears and will commence at £21,327 per annum. A 5.5% employer's pension contribution 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. Working Monday to Friday 9am – 5pm with a 4.30pm finish one day a week. Flexibility will be required.

BHT Sussex does not pay overtime but will grant time off in lieu if agreed by a Manager.

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.

Closing Date: 12 noon, Tuesday 24 May 22

Interview Date: Wednesday 1 June 2022

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

As an employer we prioritise the safety of our workforce and clients therefore we promote the uptake of Covid19 vaccinations.