

#### **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 men and women 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](http://www.bht.org.uk).

#### **Project/Department Summary**

BHT Sussex's Addiction Services provide a comprehensive programme of residential support for men and women who seek abstinence and recovery from their addiction to drugs and alcohol. The service is based on the 12 Step fellowship programme and aims to help people rebuild their lives following addiction, addressing any issues which may prevent the enjoyment of a positive, drug and alcohol-free life. It provides the following services:

Detox Support Project - supports clients to achieve abstinence through a clinically supervised detox programme and individual and group therapeutic support.

Recovery Project - is for men and women who have achieved abstinence from drugs and alcohol and provides individual and group therapeutic support to sustain abstinence and prepare for more independent living.

Move On Project - upon completion of the secondary programme at the Recovery Project, residents can move on to BHT Sussex's abstinence-based Move on Project accommodation to further prepare for independent living.

#### **Job Summary**

To ensure that all aspects of administration within the BHT Addiction Services are developed and delivered effectively and efficiently and that policy and practice is implemented to ensure the smooth running of the service.

#### **Salary**

The salary is paid monthly in arrears and will be £24,165 per annum. An employer's pension contribution of between 5.5%.. is also paid. The level of this contribution is reviewed annually.

## **Hours of Work**

The hours of work will be 37 hours per week, working predominantly Monday – Friday. BHT does not pay overtime but will grant "time off in lieu" for any extra hours worked when agreed by the Project 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, Wednesday 31<sup>st</sup> August 2022

## **Interview Date**

Wednesday 7<sup>th</sup> September 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.

A Standard 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