



Rent Officer Administrator

Phase One

Job Details

Ref: 702

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.

Project/Department Summary

Phase One is a 52-bed high support social care hostel for single homeless people. All clients have multiple complex needs and our work is focused on providing safe, secure accommodation while addressing each resident's individual support needs by providing tailored support packages to support clients towards living more independently.

Using psychologically informed and trauma informed practice we work with clients to increase self-esteem and create a space where they can begin to address the issues at the root cause of their homelessness, make the changes necessary to lead more settled lives, and realise their aspirations using a personalised, goal centric support planning process. We work with clients who are using alcohol and substances and encourage them to examine their substance use issues and take positive steps towards their recovery and abstinence.

A key feature of the service is that clients are supported towards moving from the main body of the project into the Recovery Focused Flats, which allow clients to consider next steps towards their recovery. This is supported by a structured programme of learning and enjoyment activities and works in partnership with BHT Addictions services.

The client group is referred into the project by Brighton and Hove City Council's Housing Options Team.

Job Summary

The Rent Officer Administrator is to maintain all internal admin-related systems including moving clients in and out on the organisational database, setting up and maintaining rent accounts, monitoring rental income, liaising with housing benefit office and supporting departments/agencies, and ensuring robust petty cash procedures are followed. Other key areas include completing staff timesheets, processing purchase request and invoices and manging petty cash procedures. To support the Management Team to report, co-ordinate and oversee the completion of maintenance-related tasks.

Salary

The salary is paid monthly in arrears and will be £23,832 per annum. An employer's pension contribution of 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 Monday to Friday 9am-5pm. BHT Sussex does not pay overtime but will grant "time off in lieu" if agreed by the Project 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

Midday, 28th September 2022

Interview Date

6th October 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