
Job Summary

30 hours per week. Fixed Term until 31 January 2024.

BHT Sussex's Accommodation for Work project aims to help people who have experienced homelessness into employment and independent accommodation. This innovative and exciting project is funded by the National Lottery Community Fund.

The Accommodation For Work Team works with people who feel they are ready to make a positive change and move their lives forward; the project offers temporary shared accommodation and support with work and learning. The project is for single adults aged 18-65 with a local connection to Brighton & Hove.

Working with three other experienced members of the team, the Work Placement Co-ordinator will be responsible for the development, day-to-day running, and coordination of the Get Ready for Work Placement Programme, including providing support for clients and placement providers. Work placements will typically last for two to four weeks.

The work will involve

1. **Assessment** – undertaking a post referral assessment with each person referred to establish their skills and interests.
2. **Organising pre-placement Workshops and Training** - including Health and Safety, resilience, professional boundaries.
3. **Preparing clients for the placement** – ensuring the client has a placement role description, a clear understanding of the expectations of the role, contact details and that all practical requirements have been considered e.g., work clothes, travel money.
4. **Liaising with placement providers** - identifying new and working with existing placement providers to provide a work placement for between two and four weeks.
5. **Supporting clients on placement** – working with clients and the placement provider to ensure the placement runs smoothly.
6. **Post placement** - reviewing the placement with the provider and supporting clients to apply for future training / employment.
7. **Team working** - supporting the wider work of the team to ensure the Accommodation for Work Project is safe, runs well, and achieves successful outcomes for clients.

Responsible to:

- Operational Manager – Accommodation for Work
- Senior Manager – Support Services

Responsible for:

- Clients undertaking the work placement programme
- Placement providers

Significant Working Relationships:

- Accommodation for Work staff and residents
- BHT Sussex staff
- Work placement providers
- BHT Sussex Client Involvement and Internship Coordinators
- Project funders and stakeholders
- Benefits Agencies
- Brighton & Hove City Council
- Other agencies as appropriate

Duties / Responsibilities

1. Service Coordination

- To be responsible for the safe, efficient, and effective delivery of the Get Ready for Work Placement Programme.
- To recruit and support new placement providers from a range of sectors including public, business and third sector.
- To recruit and interview clients, including undertaking necessary checks including references and arranging DBS.
- To support clients to access health and social care support to enable them to participate in work and training.
- To develop and deliver Work Placement Workshops and Training including courses available through BHT Sussex's Training Department, including inductions, job

searches, application forms, interview techniques and writing CVs in group and 1-2-1 settings according to need.

- To promote the Programme using exciting and wide-reaching mediums and platforms.
- To monitor and report on the Get Ready for Work Placement Programme performance outcomes in relation to targets.
- To undertake project development, in conjunction with the projects' Operational and Senior Managers.
- To represent and promote the project, as appropriate, at relevant forums, events, and other platforms.
- To liaise with and develop links to external agencies, including local businesses and organisations, City College, Jobcentre Plus, Housing Benefit, Benefits Agency, Brighton and Hove City Council, Supporting People, and other relevant statutory and voluntary organisations to support the effective running of the Get Ready for Work Programme.

2. Administration and project support

- To ensure appropriate manual and computerised administrative systems are developed and maintained to meet reporting and monitoring requirements of BHT Sussex, funders and external contract providers.
- To provide administrative support for training and appointments for clients and placement providers.
- To capture, prepare and present data to support the project's reporting cycle.
- As part of the wider team, to support the smooth running of the project's residential properties and other aspects of the Accommodation for Work project by, for example, helping undertake health and safety checks at properties.
- As part of the wider team, help to resolve queries from clients received via the project's Getting Ready for Work Advice Line.

3. General

- To promote excellence in all aspects of programme design and delivery, enabling and empowering clients to strive for and believe that personal excellence is a realistic and attainable achievement.

- To publicise and promote client opportunities and developments within BHT and other organisations, attending team, local and regional meetings as appropriate.
- To develop a closer network of communications, co-operation, joint projects and skills exchange with other agencies in the community.
- To be able to work flexible hours including some evenings and weekends (to be agreed).
- Participate in team and other meetings to enable the continuous improvement of the project.
- Actively participate in supervision and undertake appropriate training.
- Ensure the implementation of the Trust's Equal Opportunities Policy.
- To undertake such other duties appropriate to the grade and character of the work as may reasonably be required.

It is the duty and responsibility of each employee to familiarise and comply with, BHT Sussex health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT Sussex and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT Sussex you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT Sussex's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security Policy and Computer Use Policy.

Adherence to and ensure compliance with BHT Sussex's Safeguarding Policy and Procedure at all times. If, in the course of carrying out the duties of your role, you become aware of any actual or potential risk(s) to the safety or welfare of clients, these concerns must be reported to your line manager in the first instance.

Actively promote and live out BHT Sussex values of ‘Inspiring Change’; ‘Delivering Excellence’; ‘Empowering People’; ‘Being Accountable’ and ‘Collaboration’.

To assist with identifying and reviewing strategic risk, and to be responsible for the management of specific risks delegated to you from time to time”.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.