

---

## 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 Accommodation for Work project aims to help people who have experienced homelessness into employment and independent accommodation. It is funded by the National Lottery Community Fund.

Working 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.

The Work Placement Co-ordinator will be responsible for the development, day-to-day running, and coordination of the new Get Ready for Work Placement Programme, including providing support for clients and placement providers. Work placements will typically last for two to four weeks.

Referrals to the Programme will come from residents of the Accommodation for Work Project and from partner organisations/projects, with a minimum of 45 people successfully completing the placement programme by February 2024.

## Job Summary

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.

## Salary

The salary is paid monthly in arrears and will be £23,832 per annum (£19,324 pro rata). An employer's pension contribution of 5.5% is also paid. The level of this contribution is reviewed annually.

This post is fixed term until 31 January 2024.

## Hours of Work

The hours of work will be 30 hours per week, usually between 9am and 5pm Monday to Friday (exact pattern to be agreed). However, due to the nature of the work, occasionally some flexibility to start earlier, finish later or work at weekends or bank holiday will be required.

BHT Sussex does not pay overtime but will grant "time off in lieu" if agreed by the Operational 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 20 September 2022

## **Interview Date**

Tuesday 27 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.

An Enhanced DBS Check (Disclosure and Barring Service) is required on all successful applicants as a condition of employment for this post.

BHT Sussex operates an Equal Opportunities Policy.