



Macmillan Welfare Benefit Adviser

Macmillan Advice

Job Details

Ref: 145

The East Sussex Macmillan Welfare Benefits Service is a partnership between BHT Sussex and Money Advice Plus (MAP), funded by Macmillan Cancer Support. The Welfare Benefits Advisors are employed by BHT Sussex.

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'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's website www.bht.org.uk.

Money Advice Plus

Money Advice Plus is a charity based in Brighton and Eastbourne providing advice about money and debt problems. The mission of Money Advice Plus is to work in partnership with other agencies to provide free, independent, confidential money advice services to help people deal with debts and manage their money more effectively.

More information is available of MAP website www.moneyadviceplus.com.

Project/Department Summary

Macmillan Cancer Support has funded BHT and Money Advice Plus since 2012 to provide timely, free confidential advice on welfare benefits and access to other sources of financial assistance to maximize the income of those suffering from and affected by cancer.

Currently there are two welfare benefit advisers and one administrative support worker in the team.

Job Summary

The role of the Welfare Benefit Adviser is to provide a welfare benefit casework service, along with assisting access to other sources of financial assistance to those affected by and

suffering from cancer, as well working alongside cancer health care professionals to build and promote the service.

Macmillan Cancer Support is funding this new post to increase the capacity of the service.

Salary

The salary is paid monthly in arrears and will be £28,151 per annum (pro rata). 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 18.5 hours per week. The working pattern can be discussed at interview. BHT Sussex does not pay overtime but will grant "time off in lieu" if agreed by the Project Manager.

Office Location: Highlight House, 8 St Leonard's Road, Eastbourne, BN21 3UH

There can be discussion around hybrid working or working from another office in Eastbourne or Hastings.

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: Friday 10th March at 12 noon

Interview Date: To be confirmed

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.

The applicant will be required to undertake a 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