



## Workshop Coordinator

### Homes for Ukraine Sustainment Service

#### Job Details

Ref: 1107

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#### 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 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 people can use in a variety of ways to improve the quality of their lives.

#### Service Details

The Homes for Ukraine scheme enables British citizens to sponsor and host Ukrainians in their homes.

Our Sustainment Service provides support for hosts and Ukrainian guests to help prevent the breakdown of sponsorship arrangements as well as to move on to independence when the time is right.

The aim is to sustain placements, as well as support Ukrainian guests to access health and community services, and employment and educational opportunities. This will help guests to live independently when they leave the host accommodation.

In addition to this, we deliver/co-deliver workshops, webinars and written guides to support hosts and guests to plan for when guests move on, and we provide support to identify suitable accommodation and employment support at the end of the hosting arrangement, working alongside partner organisations to this end.

As the strategic partner with East Sussex County Council (ESCC) for homeless prevention, we have developed this new provision with them as part of ESCC's countywide response for people fleeing Ukraine.

#### Job Summary

The Workshop Coordinator will:

- Devise, develop and deliver/co-deliver a rolling programme of workshops and webinars relating to information, guidance and support for Ukrainian people living in East Sussex.
- Create easy-read information guides in partnership with voluntary and statutory partners.
- Liaise with landlords and letting agents to identify potential barriers for Ukrainian tenants.
- Build mutually beneficial relationships with partner organisations in the sector to enhance opportunities for clients.

- Work closely with the rest of the HFUSS team in order to establish and provide support tailored to the needs of the clients.
- Work with individual people/families on specific issues.
- Work creatively and flexibly in partnership with clients in a person-centred manner.
- Use psychologically informed ways of working to gain a greater understanding of the challenges and barriers faced by people new to UK.

## Salary

Salary is paid monthly in arrears and will be £24,547 pro rata per annum plus a user car allowance of £1,218 pro rata 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 for this post will be 21 - 37 hours per week, Monday to Friday. Work pattern can be discussed at interview.

## Annual Holidays

The annual leave entitlement will be 27 working days rising 1 day for each year of service to a maximum of 32 days. All public bank holidays are granted.

**Closing Date:** 12 noon, Monday 10 July 2023

**Interview Date:** Friday 14 July 2023

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.