



# Administration and Support Co-ordinator

## Hastings Young People's Service

### Job Details

Ref: 997

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#### **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.

#### **Hastings Young People's Service**

Hastings Young Peoples Service offers supported accommodation to young people aged 16 to 25 years across four properties in Hastings and St Leonards. Brittany Road (Stage 1) is a 9 bed high support service, staffed 24 hours a day, and Southwater Road and Milward Road (Stage 2) are 6 bed shared houses with support being provided by a dedicated key worker. Residents will move on from these houses into more independent accommodation including its own stage 3 property at Filsham Road.

The structured life skills programme equips people to live independently. The programme includes cooking, budgeting, form filling, social skills, being a good neighbour and tenant, health and safety and DIY and is delivered at all stages within this pathway.

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.

The client group is referred into the service by Hastings Borough Council's housing options team or via East Sussex County Council's Through Care Team.

#### **Job Summary**

The post holder will provide emotional, practical, and housing-related support to 33 clients with multiple complex support needs, across 4 residential properties, focusing on client strengths to support them learn the skills to move on to full independence. The post holder will use a positive, empowering, and solutions-focused approach to ensure that tenancies are sustained, and a range of needs are met. They will also provide administrative support to the

Hastings Young Peoples Service: monitoring rent accounts, bringing to the line managers attention any areas of concern, raising works orders for repairs, and ordering stock supplies of cleaning materials and stationery. Other duties include but are not limited to:

- Coordinating maintenance-related work and ensuring re-letting timeframes are met by raising repairs works order.
- Liaising with contractors to coordinate and plan efficient completion of maintenance related tasks.
- To manage the petty cash system including submitting petty cash returns, cashing petty cash etc in line with BHT Sussex policy.

### **Salary**

The salary is paid monthly in arrears and will commence at £21,369 pro-rata (£13,8601 actual). A 5.5% employer's pension contribution is also paid. The level of this contribution is reviewed annually.

### **Hours of Work**

The hours of work for this post will be 24 hours per week. Working a two-week rolling rota, Monday to Friday between 8am and 4.15pm across all 4 service properties. Flexibility will be required.

BHT Sussex does not pay overtime but will grant time off in lieu if agreed by a manager.

### **Annual Holidays**

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

**Closing Date:** Midday Friday 24 November 2023

**Interview Date:** Thursday 30 November 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 Sussex operates an Equal Opportunities Policy.**