



Project Adviser

Sustainment Service – Homes for Ukraine

Fixed term contract until 01.02.2025

Job Description

Ref: 1090

Duties and Tasks

- To use their knowledge and experience of life in the Ukraine to support Floating Support Officers (FSO's) to best meet the needs of hosts and guests and to make the host arrangement as positive and sustainable as possible for both parties.
- To support the FSO team to ensure sponsorship arrangements that are identified as being at risk are assessed effectively to understand the support required.
- To provide interpretation and translation support for guests, hosts and FSO's.
- To assist with the development of service resources and tools for guests and hosts.
- Help shape expectations of hosts and guests, particularly in supporting guests for a 12-month initial period.
- Support the team in:
 - signposting guests to English-language courses.
 - signposting hosts and guests to statutory services, community-based services and support networks.
 - identifying additional support to enable people to live independently in the future e.g., budgeting for life in the UK, employment support.
 - supporting guests to identify longer term accommodation and provide realistic options, including an understanding of the local housing supply.
 - identifying guests who may require re-matching and making referrals.
- To attend Ukrainian Hubs – including cafes and community meetings, to assist with the delivery of workshops to guests (in each geographical area of East Sussex – Lewes and Wealden, Eastbourne, Hastings and Rother).
- To be a regular and familiar presence at the Hubs and to keep the team well informed about issues arising in meetings and conversations with guests and hosts.
- Uphold and promote BHT Sussex's commitment to awareness, empathy, and a personal commitment to addressing equality and diversity issues.
- Promote the organisation's mission and values and ensure positive communications and engagement with key stakeholders.

Additional tasks

- To support the FSO team to deliver an empowering and client centred approach, including using psychologically informed and reflective practice models.

- To uphold and promote BHT Sussex's commitment to awareness, empathy, and a personal commitment to addressing equality and diversity issues.
- To promote the organisation's mission and values and ensure positive communications and engagement with key partners.

Administration and Monitoring

- Use our client case management system, InForm, to efficiently manage cases and record outcomes when required.
- Use the Service's manual and computerised systems consistently and to a high standard when required.
- Maintain client records and reporting in line with internal procedures, including BHT Sussex's GDPR and Data Protection Policy.

Responsible To:

- Operational Manager and, through line management, to the Board of Management.

Significant Working Relationships

- Ukrainian Guests
- Sponsor Hosts
- Trauma Informed Consultant

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.