



Deputy Manager

Phase One

Job Details

Ref: 079

BHT Sussex

BHT 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.

Project / Department Details

Phase One is a 52 bed high support hostel for single homeless men and women funded by HRS (Housing Related Support, BHCC). All clients have multiple complex needs and our work is focussed on providing safe, secure accommodation while addressing each resident's individual support needs by providing tailored support packages to support clients towards living more independently.

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.

A key feature of the service is that clients are supported towards moving from the main body of the project into medium and low supported step-down accommodation in our pre-tenancy flats, currently Recovery Focussed, where the focus of support is on preparation for move on into independent accommodation. Clients living at the project undertake a specifically designed life skills programme, The Programme for Change, to gain the skills necessary for sustainable independent living.

The client group is referred in to the project by Brighton and Hove City Council's Housing Options Team.

Job summary

The Deputy Manager will assist the Operational Manager in delivering the strategic aims and objectives of Phase One and Brighton Housing Trust. To assist the manager in the day-to-day operation and lead on maintenance of Phase One and to deputise in the manager's absence.

Under the direction of the Operational Manager, the Deputy Manager will ensure that all administrative and financial procedures are completed within given time scales. They will supervise and direct the work, development and training of Supported Housing, Hostel Workers, Catering Staff and the Cleaner in line with the expectations of Phase One's support service.

They will manage and facilitate an advice and support service to single homeless people in line with organisational and funding requirements e.g. BHT policies and the HRS service specification and key performance indicators. The Deputy Manager will assist the manager in developing the project's services, policies and procedures, and participate in an on-call manager's rota.

Salary

Salary is paid monthly in arrears and will be £30,230 per annum plus an Anti-Social Hours Enhancement of £1,469 per annum as well as an enhancement of £22 for weeknights and £45 for weekends and bank holidays for On-call. 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 an average of 37 per week 52 weeks per year. The rota will include 9am-5pm shifts, a 9-7pm weekly shift and some weekend work. Flexibility will be required.

BHT Sussex does not pay overtime but will grant time off in lieu if agreed by the service manager. Participation in responsive on call cover if support is required out of hours.

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 pro rata. All public bank holidays are granted.

Closing Date: 12 February 2024 at 12 noon

Interview Date: 16 February 2024

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