

#### **BHT Sussex**

BHT Sussex is a charity and a registered housing association working in Brighton and Hove, East and West 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 men and women can use in a variety of ways to improve the quality of their lives.

For more information, please see BHT Sussex's website [www.bht.org.uk](http://www.bht.org.uk).

#### **Project/Department Summary**

Phase One is our 52 bed Band 2 Hostel, funded by BHCC, Housing Related Support. The project is staffed 24 hours a day and provides accommodation for people with high support needs.

The accommodation at Phase One includes two self-catering Recovery Focus flats. This allows people to move from the main part of the hostel to have a greater level of independence and concentrate on their recovery and life skills before moving on from the project. Clients have complex multiple needs, and work is focused on providing safe, secure accommodation while addressing each client's individual support needs. 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 personalized, goal orientated 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 recovery.

Clients are referred to the project by the Brighton and Hove City Council Housing Options Team.

#### **Job Summary**

The role of Operational Manager for our Phase One Project includes the ability to manage and further develop the project, along with the responsibility for staff management, support work, project monitoring, administration, and housing management. The post holder will lead an empowering and client-centered service, using psychologically informed approaches to meet the aims and goals of the project funders and clients.

## **Salary**

Salary is paid monthly in arrears and will be £33,779 per annum plus an annual anti-social hour's enhancement of £1,469 per annum for evening and weekend working. 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 will be an average of 37 per week 52 weeks per year. The rota will include some early shifts, some late shifts and some weekend work. BHT does not pay overtime but will grant "time off in lieu" if agreed by the Senior Manager.

## **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 noon, Wednesday 14<sup>th</sup> February 2024

**Interview Date:** Wednesday 21<sup>st</sup> 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 Sussex operates an Equal Opportunities Policy