



Justlife

Brighton & Hove Frontline Network Project Worker Job Pack

Job Summary

The Brighton & Hove Frontline Network gives workers a space to share their learnings, experiences and expertise. The aim is to build relationships, share best practice, develop solutions, and communicate the views of frontline workers. We coordinate and host regular meetups, share important news updates and listen to the voice of those working in the homelessness sector in the city. The network is part of a national network organised by St Martin in the Fields.

Through workshops, discussions and resource sharing, these meetups give peers a platform to work through the key issues affecting them and the people they support, and a way to connect with the wider community of organisations tackling homelessness. The organisations within this network all address different aspects of homelessness within Brighton & Hove, but we all work towards a shared vision to end homelessness, and solve the many local problems that need collective solutions.

This role is responsible for supporting the Frontline Network Coordinator in the administration, planning, development and delivery of the Frontline Network.

Job Description

Administration, planning, development and delivery

Plan, coordinate and deliver the Frontline Network. This could include, but is not limited to;

- Organising events (online and in person)
- Compiling email news updates
- Engaging with frontline workers as well as the local authority to increase engagement with the network
- Contribute regularly to Justlife website and communications with updates on the work and impact
- Promote the network and representing Justlife to external stakeholders
- To be part of, and contribute to, the Justlife staff team, attending meetings and events as appropriate and to be involved in staff development, training and supervision

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of Justlife. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework, and in performing other duties commensurate with these responsibilities, the band of the post and skills and qualification of the post-holder.



Justlife

Person Specification

Skills

- Ability to be self-motivated and work well in a team or as a lone worker
- Effective communication; written and oral skills
- Effective administrative and IT skills
- Excellent organisational skills

Knowledge

- Some knowledge of homeless services in Brighton & Hove

Personal Attributes

- Commitment to the values of Justlife;
 - Collaboration before competition
 - People before programmes
 - Innovation before Institution

Employment Terms & Conditions

Job Title:	Brighton & Hove Frontline Network Project Worker
Hours:	7.5 hours p/w (potential to do more hours p/w over a shorter contract period)
Contract Type/Term:	Fixed term of 6 months (Potential to extend – funding dependent)
Normal hrs. to be worked:	To be confirmed (flexible)
Location:	Brighton - home working available with some in person meetings or events
Salary:	£22,561 pro rata
Annual leave Entitlement:	27 days plus bank holidays pro rata
Support:	Relevant training opportunities & support from line manager provided.

Further employment conditions are detailed in the employment contract, which is available to view upon request.



Closing date for applications: 9am, Friday 21st January 2022

Interview dates week commencing: TBC

Please send CV and a covering letter by email to Andy Morris: recruitment@justlife.org.uk