**Hot Jobs – as of 2nd October 2023**

**Those wishing to apply should approach their Work Coach for information.**

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| **Hastings and Bexhill Jobcentre areas** | |
|  | **Parchment Trust** seek a **Team Leader;** Lead and support a team to care for others and make a difference to service users.  Full time hours, £12.58ph  View full advert details: [www.parchment-trust.org.uk](http://www.parchment-trust.org.uk) |
|  | **Robertsbridge Community College** seek a **Teaching Assistant:**  To join SEND Team, must be organised, experience working with children in K3 & K4, knowledge of dyslexia and anxiety and a high standard of literacy and numeracy required.  Job starts 1st November, £20,000 + P.A pro rata.  To view full job description, go to East Sussex County Council web site or Robertsbridge Community College web site. |
|  | **ESCC** are currently recruiting **Care Workers and JCR Support Workers** across the county and are keen to speak with potential candidates who are genuinely eager to work in the Adult Social Care sector, who would like to do so via ESCC. |
|  | **ESCC** Have a wide range of vacancies across the county  [Apprenticeships@eastsussex.gov.uk](mailto:Apprenticeships@eastsussex.gov.uk) |
|  | **Land of Green Ginger** seeks a **cook**. Cooking the menu to order, prepping all foods. Taking care of stock control & storing items correctly.  Full time hours, £10.42ph, experience negotiable.  Send CV to [eastsussex.ea@dwp.gov.uk](mailto:eastsussex.ea@dwp.gov.uk) FAO Dan ‘LOGG -Cook’ |
|  | **Secure Care UK** in Hastings are looking to hire a **Recruitment Assistant** to work in their HR Department. Must have a professional manner, experience in handling confidential documents, will assist in advertising vacancies, sifting applications, interviewing and various other tasks within the HR department.  Full time hours pay £21,000+ Close date 14th October.  Send CV and a covering letter to: [abi.rolph@securecareuk.co.uk](mailto:abi.rolph@securecareuk.co.uk) |
|  | **Sterling Security** are seeking **SIA trained officers** for various roles from door work to pub work around Hastings. Hours vary depending on work availability. £12-£14 ph. -temporary role.  Applicants telephone Fiona on 07855551876 |
| Two people sitting at a table | Emma is seeking someone to job share with her as a **Personal Assistant.** The job involves supporting a 60-year-old lady who is active in a variety of community groups that lean towards wellness. She likes rock music and as there is no personal care this can be open to male careers as well. You MUST be able to DRIVE. 15hpw NMW  Email CV to [eastsussex.ea@dwp.gov.uk](mailto:eastsussex.ea@dwp.gov.uk) FAO: Liisa /PA Role |
|  | **People Matter seek a Teaching Assistant -3 mentor in Bexhill.** Supporting students in all aspects of their education from academic skills to hospitality & creative subjects. This is a full-time position with the potential of training.  Please send your CV to [moira@people-matter.org.uk](mailto:moira@people-matter.org.uk) |
|  | **The Gym Group** are offering 20 people nationally the opportunity to train to Level 3 & 4 to become a personal assistant working in their gyms; this is on a self-employed basis. The course starts 9th October and finishes 15th December. You must be available for the whole duration. Close date 4th October.  Please email your name, tele no and email address to [eastsussex.ea@dwp.gov.uk](mailto:eastsussex.ea@dwp.gov.uk) FAO liisa The Gym group |

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| **Eastbourne, Newhaven & Lewes** | |
| A purple logo with text  Description automatically generated | **Companion – Lead Carer, Lewes**. The job involves supporting adults with learning disabilities to live the life they choose and reach their potential. You'll be supporting people with their daily routine and doing the things they like. This could include cooking, gardening, going to the cinema, meals out and shopping. Whatever interests the client has, you'll play a vital role in enabling them to pursue them. Car driver essential. |
| A red shield with white text  Description automatically generated | Exciting opportunity for a **Project Worker**, based in our Newhaven Foyer, key working a case load of young people who are homeless or who have recently experienced homelessness. At Saha we are dedicated to providing comprehensive, good quality housing services, support and resettlement. The Project Worker will be working with young people who have experienced homelessness in a psychologically informed environment (training provided) and will engage creatively with clients |
| A logo with hands and text  Description automatically generated | Curant Care are looking for enthusiastic people who are passionate about caringfor people in their own homes – essential criteria – Car Driver/Motorbike. No experience needed. |
| A blue and white logo  Description automatically generated | ESCC are currently recruiting **Care Workers and JCR Support Workers** across the county and are keen to speak with potential candidates who are genuinely eager to work in the Adult Social Care sector, who would like to do so via ESCC. |
|  | **Bank Support Worker, Newhaven**. The job involves supporting adults with learning disabilities to live the life they choose and reach their potential. You'll be supporting people with their daily routine and doing the things they like. This could include cooking, gardening, going to the cinema, meals out and shopping. Whatever interests the client has, you'll play a vital role in enabling them to pursue them. |
| A blue and white logo  Description automatically generated | **Bookings Co-ordinator, Eastbourne.** We are looking for a full-time Bookings Co-Ordinator to work at Sussex Premier Health (SPH) based at Eastbourne District General Hospital (EDGH). The hours of work will be Monday to Friday 0900-1700. The role will include co-ordinating all bookings for private patients within the EDGH, liaising with ward team, theatre team, off site medical secretaries and SPH Hastings site. Post holder will be expected to take responsibility for ensuring the optimum number private patients are efficiently processed through the administration process. |
| A logo with a letter s and a colorful design  Description automatically generated with medium confidence | **Chef/Cook/Kitchen Asst, Eastbourne.** You must have a passion for food, be self-motivated, enthusiastic, and responsible enough to work alone as well as with others. Food safety level 2 is welcomed but not essential. You should be able to delegate tasks to kitchen staff where necessary to ensure meals are prepared in a timely manner. Ultimately you will prepare and deliver a complete menu that will delight our guests. |
| A red and yellow logo with a crown  Description automatically generated | **Post Person with Driving, Newhaven.** Each year, we make billions of deliveries possible. Whatever the weather, come rain or shine, we show up. Because for us, it's personal. For every person, from every walk of life, we deliver. From exam results and tax returns, to wedding invites or online purchases. You could be part of it. Part of the fabric of the nation, bringing trust to the doorstep. A Postie. Delivering for your local community, because you care about the people. The excited faces that open front doors and the small businesses run from bedrooms. It's a physical job - but it keeps you fit. Interested? Join us and make a difference to the place you call home. |

**Pre-employment courses**

**...available to Jobcentre Plus customers living in East Sussex.**

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| **Build your Confidence** | **ESC group** -18- to 24-year-old -1 week -Face to face- Hastings Campus -starts 9th October 9:30am -3pm |
| **50+ age group** | **ESC Group** -Your Experience Counts -8-week face to face, Hastings Campus starts 16th October 9am |
| **Border Force Recruitment Session** | **NCS –** Virtual Information session -Border Force Recruitment -1 session 10:30am till 11:30am Thursday 26th October |
| **Hospitality** | **Springboard** – 5 days – virtual – starts whenever the learner wishes |
| **Construction CSCS** | **Southern Housing -**1 day- face to face CSCS -Four Courts Community Centre -Starts 4th October **contact** [bryoni.smith@southernhousing.org.uk](mailto:bryoni.smith@southernhousing.org.uk) |
| **Ministry of Justice**  **HM Prison & Probation Services** | **NCS -**Virtual information session for Case Assistant job roles – 1 session 1:30pm till 3pm Thursday 12th October |
| **Lone Parents** | **ESCG** – 5 days – face-to-face – Eastbourne Campus – starts every Monday |
| **IT Careers** | **JBC Skills Training** – 6 to 8 weeks – virtual tutor-led – various start dates |
| **Health & Social Care** | **Southern Housing** – self-study – starts whenever the learner wishes |
| **Teaching Assistant** | **East Sussex College Group** – 3 x weeks- face to face Starts 30th October 9:30am |

**Available to Eastbourne, Newhaven & Lewes Jobcentre customers.**

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| **Courses** | **Denton Island, Newhaven,50+ MOT, Group Information Session – 4th October - 10am to 11.30am** |

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| **Events** | |
| **Jobs Fairs** | **The View Hotel, Eastbourne – 50+ Yrs Job Fair – 12th October - 10am to 12.30pm**  **Youth Job & Opportunity Fair, St. Anne’s – 1st November – 2pm to 4pm**  **Hailsham Childrens Centre - 27th November – 10am to 12pm**  **Denton Island, Newhaven – 15th November – Opening Doors – 10am to 12pm** |
| **Employability Support** | **People Matter** – **St. Anne’s Jobcentre:** **Every Monday, Tuesday and Thursday - 10am to 12.30pm** |
| **Recruitment Days** | **Events Coming Soon.** |

**If you’d like us to promote a job vacancy for your organisation, please email the job description, rate of pay, and candidate criteria to:** [**eastsussex.ea@dwp.gov.uk**](mailto:eastsussex.ea@dwp.gov.uk)

**Kind regards, the Hastings and Bexhill Jobcentre Employer Adviser Team.**

**Heather, Dan, Liisa and Barny**