

Tai Esgyn Housing

Company no: 1296339 Charity no: 506076

POST OF ASSISTANT HOUSING SUPPORT OFFICER: FURTHER INFORMATION

1 Background:

Tai Esgyn Housing provides housing, care and support to people with complex needs. The organisation is both a registered charity and a not-for-profit limited company, meaning that any operating surplus is invested back into the company to develop existing service provision. It is registered with the Welsh Assembly Government as an Approved Support Provider and with the Care and Social Services Inspectorate for Wales as a Domiciliary Care Provider.

Tai Esgyn fulfils the role of Managing Agent with a number of Registered Social Landlords across South Wales, providing properties which range from 1 bedroom flats, shared units and specially adapted accommodation for people with physical disabilities. The organisation currently works with people from Swansea, Neath Port Talbot, Ceredigion, Bridgend and Blaenau Gwent and intends to work with people from other areas in the future.

Working with people to become all that they thought they could be - and more

2 Terms and Conditions:

Employment: Permanent employment is subject to a 3 Month Review and the successful completion of a 6 month Probationary Period.

Hours: 35 hours per week, to work flexibly, to include weekends, evenings, nights and on-call, on a rotational shift system.

Salary: £16,830 per annum.

Pension: Tai Esgyn will make a contribution of 6% of gross salary after completion of a satisfactory 6 month probationary period to a contributory group pension scheme, death in service benefit, and private health care insurance; terms and conditions apply. Tai Esgyn also offers a childcare voucher scheme.

Holidays: 31 days per annum, (plus statutory Bank Holidays), rising to 36 days after 5 years' continuous service. Employees with 5 years' continuous service are offered an additional one-off entitlement of 4 weeks' paid sabbatical leave, subject to certain conditions.

Travel: A per-mile allowance for approved business mileage, in accordance with published Inland Revenue fixed-profit rates. Post-holders are required to make a suitable insured vehicle available for work purposes

Location: The post is based in Neath, Port Talbot and Swansea, but the post-holder will be required to work at any of Tai Esgyn's Projects. Travel further afield may be necessary, for instance, to attend training courses or cover for other Projects.

Training: Tai Esgyn actively encourages personal development; supervision, appraisal, in-house and external training is provided for employees within an organisational structure which has good career progression opportunities. Minimum competency standards for all workers in social care settings are required. Appropriate training and support will be arranged by Tai Esgyn for this post, where necessary.

Smoking: The organisation operates a strict no smoking policy.

3 The Application Form:

When completing the application form you should:

- Write clearly in black ink or type as the application form will be photocopied
- Relate your answers to how they meet the requirements of the job description and person specification
- Ensure that you clarify any information such as any gaps in employment
- Include anything relevant to your application such as related experience and any training or courses attended that are appropriate to the post.

4 Criminal Convictions:

Due to the nature of Tai Esgyn's work, all applicants for employment are required to disclose all convictions. All employees of Tai Esgyn are required to apply for an Enhanced Disclosure from the Criminal Records Bureau; Tai Esgyn will pay the cost involved.

5 Funding:

This post is dependent upon continued funding.

6 Other Information:

You need to send us a signed, paper copy of your application. If you require notification that we have received your application, please enclose a SAE.

February 2010