



TAFF

We provide great homes .

Taff is responsible for over 1,500 homes across Cardiff and we provide support services to people across four local authorities in South East Wales.

We develop and deliver reliable services. Building and maintaining quality homes, working with local communities and building long-term partnerships.

As we continue to grow, we'll continue to use our position of influence to create positive change.

Advert

- Do you believe that every young person, however difficult their behaviour, deserves a chance?
- Do you think that the most important thing you can give a young person is hope?
- Can you make a young person feel that they matter?

If you've answered yes to the above we want you to read on.

At Ty Seren we work with the most important people in the world – the next generation. For many of them, the world has been a harsh, unloving place that has hurt them. Sometimes they are sad, angry, confused or afraid. Sometimes they turn those feelings on themselves. Sometimes they turn them on others. They're also bright, funny, loving and great to be around. They may not always believe that because some have never been told. At Ty Seren we tell them. With us they know they matter. We're proud to be part of helping them build a better, brighter world for themselves.

Challenging?	Yes
Exhausting?	Sometimes
Worth it?	Definitely!

We're looking for a Project Assistant to join our team. Duties include:

- Running meaningful activities and life skills for residents
- Ensuring the security of the hostel
- Making sure the residents are safe
- Responding to any emergencies or crisis
- Providing emotional support to residents as required
- Carrying out cleaning duties

Our residents are looking for people who are good listeners, caring and approachable and up for a challenge, so If you're motivated, passionate and patient with a good sense of fun and think you could help us build a therapeutic community where every young person has the chance to be the best they can be, we'd like to hear from you. Ty Seren is not just a job, be part of something amazing!

Role: Project Assistant

Responsible to: Project Manager

Team: Ty Seren Supported Housing scheme

What you'll do...

To provide weekend staffing at the hostel, providing a clean, safe and secure living environment for residents, running meaningful activities and life skill sessions for residents and giving support to residents as required.

Key Duties

- Ensuring the safety and security of building, residents and staff.
- Dealing with emergencies, incidents and breaches of security arising at the project and addressing accordingly.
- Recording and reporting all incidents involving the buildings or residents.
- Supporting residents in dealing with queries and administrative tasks in relation to support needs.
- Supporting project staff in the promotion and delivery of residents' activities and lifeskills .
- Undertaking cleaning of communal and office areas and undertaking laundry duties as necessary.
- Undertaking administrative duties as required.
- Monitoring the interior and exterior of the buildings for breaches of security.
- Providing a reception service, controlling and monitoring access for residents and their visitors.
- Addressing or attending to any breaches of security in an appropriate manner according to Taff Housing procedures.
- Helping and advising residents in dealing with individual crises or emergencies and to support residents with queries, completion of forms and other administrative tasks, in relation to support needs.
- Encouraging, where possible, residents to take control of their own crises, in line with the Association's independent living philosophy.
- Keeping up to date with good practice in Health and Safety and Taff Housing's policy and procedures.
- Attending regular team meetings, issues meetings and training as required.
- Reporting all anti-social or criminal incidents including vandalism.
- Working within the Association's policies and procedures at all times.

- Developing and sustaining positive working relationships with the Managers, colleagues in the team and across the Association, and to keep them up-to-date of information relating to the day-to-day running of the projects.
- To undertake any other tasks consistent with the objectives of this post.
- You may be required to mentor and support volunteers within the workplace.

The Person

Knowledge, Skills and Experience

Education

Essential:

- Experience of contact with young people

Desirable:

- Cleaning work
- Working in a care or support environment

Experience & Knowledge

Essential:

- The ability to work on own initiative, as well as part of a team
- The ability to maintain good relations with young people.
- An understanding and the ability to respect confidentiality
- An understanding of Health and Safety Issues
- Ability to provide an excellent standard of service
- Good literacy and numeracy skills
- The ability to respond in a calm and composed manner
- Basic awareness of Health and Safety issues
- Willingness and ability to follow policies and procedures
- Building and sustaining professional relationships (client and colleagues)
- Willingness and ability to work unsociable hours on an ongoing basis

Desirable:

- Knowledge of supported housing issues
- Ability to communicate in Welsh or a relevant community language.

Personal Qualities

Essential:

- Commitment to the Associations values and equal opportunities

Desirable:

- Ability to drive and access to your own transport

Diversity

Essential:

- To encourage individuals to value diversity and challenge behaviour which undermines the ethos of equality
- Demonstrate and respond to the diverse requirements and needs of individuals

We ask all Taff employees to...

- Keep up to date with changes in systems, policies, procedures and working practices
- Take ownership for your personal safety and that of those around you
- Take the opportunity to develop your skills and knowledge
- Contribute to a happy and positive workplace

*This job description is indicative of the range of current duties and responsibilities for the post. It is not comprehensive. This post is expected to develop over time with the skills and knowledge of the post holder and it is essential therefore, that it is regarded with a degree of flexibility, so that changing needs and circumstances can be met. All changes will be discussed with the post holder.

Conditions of Service

Salary	Circa £11,627 - £12,347 pa – Pay review pending
Contract type	Permanent
Working Week	You will be required to work 21 hours each week Friday, Saturday and Sunday 3 x 7.5 hour shifts (08:00 to 16:00 or 10:00 to 18:00 or 15:00 to 22:00), which includes a 30 minute unpaid break.
Annual Leave	25 days annual leave (extra 1 day leave after 5 & 10 years' service – total of 27 days) plus 4 extra statutory days and 8 bank holidays.
Location	Supported Housing Scheme, Cardiff .
Criminal Records	Enhanced Disclosure and Barring Service (DBS) check will be necessary for the successful applicant, and appointment will not be confirmed before a satisfactory disclosure is received.
References	Two satisfactory professional references covering the last 3 years; including one from your current employer. (Family members cannot provide references)
Business Mileage	You may at times be required to use your own motor vehicle for use on official journeys. Your mileage expenses will be reimbursed based on the locally agreed rate. It is your responsibility to ensure that you have appropriate Business Insurance to undertake your duties.

Probationary Period: 6 months.

To apply for this post and to view all our current vacancies please visit <http://www.taffhousing.co.uk/vacancy/>.

Closing date: Tuesday 18th May 2021 at 9:30am

Interview date: Monday 24th May 2021