



## PROJECT ASSISTANT

### JOB DESCRIPTION AND PERSON SPECIFICATION

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<b>Job Title:</b>	Project Assistant
<b>Reports To:</b>	Practical Services Manager
<b>Hours:</b>	35 hours
<b>Salary:</b>	£22,677 per annum

**Cwm Taf Care & Repair** has offices based in both Rhondda Cynon Taf and Merthyr Tydfil. It forms part of the wider national Care & Repair movement in Wales, which supports clients in privately-owned homes to live safely, warmly and as independently as possible. Cwm Taf Care & Repair works closely with the Cwm Taf Morgannwg University Health Board, local authorities and other partners who fund their services including their dedicated dementia service and handyperson service.

**Cynon Taf Community Housing Group** comprises three organisations. We are registered under the Co-operative and Community Benefit Societies Act 2014 with Charitable Status No. 30399R. Cynon Taf Community Housing Group is based in Abercynon in the heart of Rhondda Cynon Taf in south Wales.

Cynon Taf Housing Association manages around 2,000 homes across the Cynon and Taf valleys, a mix of mainly general needs housing plus sheltered and supported accommodation. The association employs more than 70 people who support and deliver our core services, ensuring that tenants' homes are safe, warm and affordable. Our team also support tenants to pay their rent and other bills and help them to develop new skills or strengthen existing ones.

**Down to Zero** is a community benefit society that aims to actively engage and work alongside the community to mitigate climate impact locally. It operates across two sites, Pontyclun and Mountain Ash, in Rhondda Cynon Taf. The project provides training and volunteering opportunities for our Housing Association tenants and the wider community to support their wellbeing.

Above all, we are a people-based organisation, passionate about providing great services and support, being a good employer, and a respected partner in our region and across Wales.

#### **Main Purpose of the Role**

- To provide an efficient and effective administrative service to the Agency.
- To be responsible for projects assigned to you in the agency ensuring budgets are monitored and data is recorded efficiently and accurately.
- To establish and maintain appropriate office and record keeping procedures, having regard to the information requirements of the Agency, Care & Repair Cymru and the Welsh Government.

- To contribute towards promoting and expanding the activities of the Agency in accordance with their aims and objectives, and in accordance with equal opportunities policy and practice.

### **Key Responsibilities**

1. Providing administration support to deliver services to clients across Cwm Taf ensuring that the agency telephones and office are available to the public within opening hours.
2. Establish and maintain office procedures, including case records, both manually and on the database and carrying out general administration, data inputting and financial recording.
3. Maintaining and monitoring relevant service projects in line with service level agreement i.e Rapid Response Adaptations Programme, Enable, Target Hardening etc
4. To maintain good relations, by telephone and other contacts, with clients, contractors and workers from other statutory and voluntary agencies.
5. To manage the Handyperson diaries through booking of works where when required
6. To keep a record of all enquiries received including completion of all works to meet audit requirements and Advice & Quality Standards.
7. Keep up to date with developments in the relevant fields of work through attendance at courses, seminars and conferences as agreed by the Practical Services Manager or Chief Officer
8. Update agency database as appropriate. (Caris)
9. Takes personal responsibility within organisational boundaries for the reasonable care of their own health and safety and that of others around them and co-operates with Cynon Taf Community Housing Group on all relevant Health and Safety issues.
10. Carry out other specific tasks that may be reasonably required, from time to time, by the Practical Services Manager or otherwise under the authority of the Chief Officer.

### **Key Measures of Performance**

- To ensure the referrals inbox is checked twice daily
- To ensure referrals are dealt with promptly after receipt - 1-3 working days
- To ensure referrals are dealt with in line with hospital discharge dates

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- To ensure that works are completed within 15 working days and completed works forms or invoices are received
- To ensure that all clients who have received works from us receive a customer satisfaction telephone call when closing the job down and this is recorded appropriately.
- To ensure that processes for all service areas are adhered to. i.e. Rapid Response Adaptations Programme, Enable, Intermediate Care Funding, Target Hardening Services etc
- Ensuring all information is recorded timely and accurately on Caris and spreadsheets to allow Senior Officers to report.
- To ensure monthly work outstanding reports are dealt with swiftly to ensure no delays
- To attend bimonthly / quarterly team meetings
- To attend 4 support meetings per year
- To attend local and national meetings, where requested
- To attend national & local training as requested
- To remove computerised and paper files on a yearly basis in line with the agency Data Retention policy.
- To ensure the Advice & Quality Standards manual is adhered to
- To endeavour to resolve clients concerns informally and swiftly in line with the agency complaints policy.
- To ensure any delays relating to contractor performance that will impact on client services is fed back to the Technical Manager
- To attend events and networking at the request of the Operational Manager or partners (these will be allocated based on caseload activity)
- Maintaining accurate records of all client interactions, adhering to professionalism, commercial confidentiality and GDPR.
- To ensure that all relevant referrals are completed in line with Welsh government and local requirements including equality information
- To ensure that spreadsheets are monitored for budget requirements and concerns brought to the attention of a manager

#### Key Capabilities

- Organisational Skills
- Time Management skills
- Customer service expertise (AQS)
- Budget monitoring / finance
- Performance management
- IT Skills
- Communication Skills
- Knowledge & understanding
- Professional confidence & competence

#### Person Specification

All our staff are expected to commit to and exhibit values, attitudes and behaviours that contribute positively to our vision and mission and the values set out in our organisational Values (see Annex 1).

#### Key Attributes

- Business skills – understanding of business operations, policies and processes.
- People skills – ability to understand, build relationships with and work productively with a broad spectrum of people and a strong understanding of working with older people
- Commercial focus – drive to sell and deliver profitable work which clients really value
- Comfortable in ambiguity – at ease with the challenges in complex, changing situations and working with clients who face similar challenges
- Balanced self-assurance - confidence in own abilities, able to provide friendly challenge, tempered with humility and the desire to improve and develop
- Development oriented - constant focus on self-development and openness to new approaches and ways of working
- Pro-active attitude – able to adapt to challenges and can work independently to deliver against agreed targets and outcomes.
- Highly organised with the ability to communicate confidently at all levels.
- Purpose-driven - with a passion for Care & Repair and our mission, our purpose, our clients and our way of working together with a strong underlying motivation to achieve a warm and secure home for all older people.
- Change focused - experience of Organisational change through positive influence, challenging perceptions and making evidence-based recommendations.

#### Technical Abilities

- 5 GCSEs or above or equivalent experience
- Previous experience of working in a fast-paced administrative role
- Understanding of what excellent customer service looks like meeting standards to Advice & Quality Standards (AQS)
- Able to create high quality material on key Microsoft Office packages – Excel, Word, Teams and PowerPoint

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- Able to use all key virtual meeting and messaging platforms independently and effectively – e.g., Teams, Zoom
- Experience of using Case Management systems; specifically, Caris would be advantageous
- Able to become proficient swiftly and confidently with new platforms / systems as required, for example to support new digital learning products.
- Understands relevant organisational goals, and looks to achieve own targets and standards within this structure;
- Demonstrates appropriate range and level of skills and knowledge for the role, including good literacy and numeracy, principles of administration and experience of reception or administrative work;
- Confident at building effective relationships with a wide range of individuals and organisations

#### **Desirable**

It would also be beneficial for the post holder to;

- Have an understanding and practical experience of Equality and Diversity, Agile Working, Culture Change, Change Management and Modern Working practices.
- Ability to speak and write Welsh

**Annex 1:**

**OUR VISION**

We want to be part of happy, healthy, and prosperous valley communities where everyone has a chance to live well.

**OUR PURPOSE**

We're here to provide great homes and support for the people who make up our communities.

**OUR COMMITMENT TO EQUALITY AND DIVERSITY**

Diversity is everybody's responsibility. We value and promote equality and diversity at all levels throughout the organisation.

**Our Values**

**PASSION** – We care passionately about what we do

**RESPECT** – We treat everyone with respect

**RESPONSIBILITY** – We take responsibility for our actions

**INTEGRITY** – We carry out our roles with honesty and sincerity

**EXCELLENCE** – We always do our very best

**Key objectives:**

- Supporting resilient communities
- Delivering excellent services
- Keeping people safe in their own homes
- Protecting our financial sustainability
- Investing in our governance, our people, and our systems
- Partnering with others to achieve shared goals

**Across all the priorities are:**

- Fairness and equality
- Value for money
- Reducing our environmental impact