



We deliver great homes and services  
and support communities to thrive.

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.

## Our Values

We inspire  
**Trust**



We are  
**Ambitious**



We are always  
**Learning**



We are  
**Kind**



## **Advert**

We are looking for caring and compassionate people to join our team in Ty Enfys and support young families to make changes to their lives. We work with young mothers and their babies preparing to move into their first home as a family. By building positive relationships and taking a 'work with' approach you'll help residents achieve their goals and take those next steps to independence.

The role of Estate Assistant is key in helping us deliver and maintain our project, providing a comfortable and safe home to our young families. We are looking for an individual who is self-motivated and comfortable working semi autonomously with an ability to identify tasks and the confidence and competency to resolve these. Working closely with both the project manager and the wider team to ensure that we prioritise and deliver on the needs for maintaining this busy supported accommodation project. There will also be scope for working with another Project Estates Assistant to deliver services in this and our other supported accommodation project as the needs of the business arise.

This is a temporary position with a contract length up to 6 x months to cover the long-term absence of our current Estate Assistant, the contract may be brought forward or extended depending on their return.

We welcome any questions in advance of an application, so please get in touch if there's something that matters to you that we haven't quite covered - [sam.strong@taffhousing.co.uk](mailto:sam.strong@taffhousing.co.uk).

**Role:** Project Estate Assistant

**Responsible to:** Family Support Project Manager

**Team:** Ty Enfys - Supported Housing Scheme

**What you'll do...**

Responsible for maintaining the project building, completing reactive and planned repairs (light to medium grade), decorating, procurement of furniture, estate materials and the reporting of maintenance issue to project manager. You will also be responsible for assisting in maintaining the standards of health and safety around the building and preparing void properties to ensure that they are ready for new residents.

**What you will be responsible for?**

- Maintaining a high standard of living conditions for our residents through responsive and effective completion of reactive repair requests.
- Working with the manager to identify and prioritise planned works and completing a rolling programme of decoration across the project.
- Ensuring the safety and security of the building, internally and externally, through the monitoring of the buildings condition and systems / items within.
- Working in a safe and considerate way around the project.
- Undertake and manage a programme of regular compliance and safety checks, including Legionella's monitoring, fire identification systems, CCTV, fire door visual inspections, COSSH compliance and other elements of safety around the building.
- Reporting of all maintenance issues to Taff's Customer Service Team / Surveyor / Contractors as required.
- The purchase of estate items / furniture / equipment / tools in line with budgetary agreement form project manager. Building and installation of said items.
- Performing minor plumbing, carpentry, gardening and joinery tasks.

## **The Person**

### **Skills, Experience and Qualifications**

#### **Essential**

- A good knowledge of building management, experience of completing repairs and confident in trouble shooting issues independently.
- Self-motivated and ability to work as sole post holder on site.
- A commitment to working in a trauma informed approach, helping to maintain the effectiveness of our Psychologically Informed Environment (PIE).
- An effective communicator both with team members and with residents.
- Post holder will work flexibly when requested to meet the operational needs of the project.
- To encourage individuals to value diversity and challenge behaviour which undermines the ethos of equality.
- A commitment to delivering high quality services based on core values.
- A good understanding of Health and Safety requirements and safe working practices including COSHH.
- Access to own car and driving license.

#### **Desirable**

- Knowledge of the housing association sector in Wales.
- Experience of working in a similar housing management / building / caretaker / asset management role.

#### **We'd also need you to be...**

- Digitally savvy, able to use Taff's latest technology / kit.
- Comfortable to work in an agile environment, with a focus on 'getting the job done'.
- Actively anti-racist and tackle all types of discrimination, not just for our customers, but for our colleagues too, welcoming and celebrating difference.
- Possess a positive 'can do' attitude and actively contribute to creating an awesome Taff culture.

### **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	£12,631
Contract Type	This is a temporary position with a contract length up to 6 x months to cover the long-term absence of our current Estate Assistant, the contract may be brought forward or extended depending on their return.
Working Week	21 hours per week – 7 hour shifts. Flexible working in accordance with our Work life Balance Policy.
Location	Supported Housing Schemes (Cardiff).
Colleague Benefits	<ul style="list-style-type: none"><li>• 25 days annual leave (extra 1 day leave after 5 &amp; 10 years' service – total of 27 days)</li><li>• 4 extra concessionary days and public bank holidays.</li><li>• Defined Contribution SHPS Pension scheme with a maximum contribution of up to 9.25%.</li><li>• Enhanced sick and maternity pay</li><li>• Simplyhealth cash plan covering optical, dental, chiropractic treatment and more.</li><li>• Permanent Health Insurance through Canada Life.</li><li>• 'WeCare' service through Canada Life for employees and their household giving access to GP consultations, specialist counselling and many other services</li><li>• Employee Assistance Programme through LifeWorks</li></ul>
DBS Check	Basic 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: Friday 10th June 2022 at 9 am**  
**Interview Date: TBC**