

TAFF

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 the 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.

At Taff we work in a psychologically informed way and aim to build resilience in trauma affected people which can bring many challenging emotions. We consider it a privilege to work closely with young mums in their home: it allows us to build positive relationship and meaningful relationships that allow us to tailor the support to the needs of the individual.

Creating a supportive; non-judgemental team around the young family helps to break the cycle of trauma and build resilience in the future generation.

You will also receive regular training and learning opportunities as we support you to progress your career.

So, if you can bring your full self to work, enjoy engaging with a diverse range of people and can own your decision making we’d love to take a look at the job pack, and if this is role that inspires you then we would welcome your application.

We welcome any questions in an advance of an application, or if there is something which matters to you, and we haven't covered this in the job pack then please get in touch with our project manager at Sam.strong@taffhousing.co.uk

Role: Project Support Officer

Responsible to: Senior Family Support Officer

Team: Supported Housing Scheme – Ty Enfys

What you'll do...

To provide support to the residents living at the hostel, both individually and in groups, in the acquisition of independent living skills. To assist residents to move to independent accommodation.

What you will be responsible for?

- Acting as a key worker and providing support to families to assist them to achieve independent living, compiling individual support plans, risk assessments and effective case management.
- Working closely with families on identifying needs arising out of the Individual Support Planning Process.
- Developing links and good working relationships with external agencies.
- Set up and maintain Housing Benefit claims.
- Following all relevant safeguarding, child protection legislation and procedures.
- Line management of Project assistant's (maximum of 2).
- Working holistically in ensuring the continued safe and effective running of the project ensuring all operational systems and policy and procedures are followed.

The Person

Skills, Experience and Qualifications

Essential

- Support work experience in a housing, voluntary or Social Services field.
- Good working knowledge of Housing Benefit and other welfare benefits.
- Post holder will work flexibly when requested to meet the operational needs of the project and participate in the on-call rota.
- A commitment to working in a trauma informed approach, helping to maintain the effectiveness of our Psychologically Informed Environment (PIE).
- Up to date Safeguarding and Child Protection understanding.
- Ability to create and nurture effective and valuable relationships with families, colleagues and external partners.
- To encourage Individuals to value diversity and challenge behaviour which undermines the ethos of equality.

Desirable

- A positive approach to tackling project wide issues and responding positively to residents.
- Experience of managing challenging behaviour and resolving conflict.
- To challenge behaviour which undermines the ethos of equality.

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

Annual Salary	£24,063.20 Pro rata
Contract Type	Permanent
Working Week	21 hours a week. Working week to consist of 3 shifts per week (7 hours each) project based. Flexible working in accordance with our Work Life Balance Policy. Should business needs change, you may be expected to work at our other sites.
Location	Supported Housing Scheme (Cardiff)
Colleague Benefits	<ul style="list-style-type: none">• 25 days annual leave (extra 1 day leave after 5 & 10 years' service – total of 27 days)• 4 extra concessionary days and public bank holidays.• Defined Contribution SHPS Pension scheme with a maximum contribution of up to 9.25%.• Enhanced sick and maternity pay• Simplyhealth cash plan covering optical, dental, chiropractic treatment and more.• Permanent Health Insurance through Canada Life.• 'WeCare' service through Canada Life for employees and their household giving access to GP consultations, specialist counselling and many other services• Employee Assistance Programme through LifeWorks• Business Mileage expenses will be reimbursed when using your own motor vehicle for use on official journeys.
Checks	Enhanced DBS and reference checks required. Appointment will be confirmed only upon satisfactory response.
Probationary Period:	6 Months

Closing Date: Monday 5th September 2022 at 9am

Interview Date: Friday 9th September 2022