

# CYMDEITHAS GOFAL THE CARE SOCIETY

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## JOB DESCRIPTION

**Post:** Project Accommodations Officer

**Based:** Newtown (North and Mid Powys)

**Responsible To:** Temporary Accommodations Officer

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### **The main objectives of the post will be:**

To be responsible for the day to day operational running and delivery of general Care Society services across North and Mid Powys located in Newtown, Llandrindod Wells and Brecon in Powys, including:

- Administration & delivery of the Care Society's Accommodations Projects in Powys
- Compliancy with health and safety standards within projects
- Delivering basic tenancy related advice, information and support
- Working with partner agencies in the delivery of an Integrated offender management project (IOM)
- Liaison with external (and internal) Organisations in relation to service delivery

### **Role & Responsibilities:**

The Project Accommodations Officer will work under the direction of the nominated local Manager in carrying out the following duties and responsibilities:

#### ***Project Accommodation Management***

- Ensure all properties are maintained to a high standard
- Conduct routine property checks to ensure compliance and condition of accommodation, as well as confirming use in accordance with Agreements and Occupancy Conditions
- Provide information to Support Providers concerning Housing related issues, tensions or non-compliance
- In liaison with various Agencies, ensure non-compliance with Agreements and Occupancy Conditions are satisfactorily addressed
- Exercise oversight of utilities and associated invoices, ensuring they are passed to correct departments for timely payment
- Undertake periodic practical tasks including furniture collection and delivery, property or room clearance, cleaning, laundry, decorating and light gardening duties

#### ***Staff & Information Management***

- Arrange and attend team and external meetings
- Ensure good teamwork and communication between Barcud and Care Society Staff and Departments
- Maintain projects information and service user files in line with General Data Protection Regulations (GDPR)

#### ***Service Delivery***

- Ensure appropriate monitoring and outcomes information is collected
- Ensure health and safety aspects of service delivery are covered
- Keep records of all information and correspondence pertaining to the projects
- Work on a flexible basis to suit the needs of the projects and Organisation

### ***Public Relations***

- To work collaboratively with other Care Society and Barcud departments/ services
- Liaise with the Local Authority and external organisations, maintaining a high level of communication

### ***Other Duties & Responsibilities***

- Represent The Care Society positively and professionally at all times
- From time to time you may be expected to make use of a works van and associated activities
- To undertake any other duties as may be required by The Care Society

### **General Care Society Responsibilities:**

- The Care Society is fully committed to the active promotion of equality and diversity in its capacity as an employer and in the provision of all its services. It is the individual responsibility of each staff member to ensure the application of this Policy.
- Under the Health and Safety at Work Act, all employees are required to take care of their own health and safety and that of other employees and members of the public, and to co-operate with the Society in complying with their statutory duties.
- Strict adherence to confidentiality, particularly regarding personal details of staff, service users and tenants is of paramount importance.
- Communication and teamwork is a vital aspect to the success of the Society's work. Consequently all members of staff are contracted to attend regular team and Organisational meetings as directed.
- To contribute to the development and promotion of the projects and further initiatives within the Society.

Whilst this job description is indicative of the range of current duties and responsibilities of the post holder, it is not comprehensive. It is inevitable that the duties will change as the role develops and it is essential therefore that it should be regarded with a degree of flexibility, so that changing circumstances can be met. As the scheme develops, the job description will be reviewed with the post holder.

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## **TERMS OF EMPLOYMENT**

### **Project Accommodations Officer (Powys)**

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<b>Salary:</b>	£ 23,429.00
<b>Duration:</b>	Full time contract.
<b>Work Base:</b>	Newtown Offices
<b>Duty Times:</b>	37 hour week
<b>Holidays:</b>	20 days a year plus bank holidays increasing by 1 day each year for first 5 years.
<b>Probationary Period:</b>	New employees work a probationary period of 6 months.
<b>Smoking:</b>	A non-smoking policy operates in all Projects.
<b>Notice:</b>	1 month
<b>References:</b>	Any offer of employment will depend on receiving satisfactory references from current and previous employers and a Disclosure Barring Service check.
<b>Equal Opps. :</b>	The Society operates an Equal Opportunities and Diversity Policy.

#### **Rehabilitation of Offenders Act 1974**

The post for which you have applied is exempt from the Rehabilitation of Offenders Act 1974 by virtue of the **Rehabilitation of Offenders Act 1974** (Exceptions) Order 1975. Consequently it will not contravene the Act to disclose information about convictions which would otherwise be considered "spent".

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## Person Specification using Competencies

### Project Accommodations Officer

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Team Work	Ability to contribute equally and effectively to a team and to work cooperatively within a team	
Working with others	Is non-judgemental and builds good working relationships with service users and staff at all levels	
Customer Focused	Delivers excellent customer service and makes decisions based on an understanding of diverse needs	
Integrity	Trustworthy, reliable, objective and maintains confidentiality at all times	
Interpersonal Skills: Verbal Communication	Communicates openly and confidently, developing good rapport.	
Ability to work under pressure	Presents a calm and competent image and is able to function effectively in a busy, stressful environment	
Flexibility & Adaptability	Willingness & ability to adapt to changing circumstances and to work unsociable hours and periodic bank holidays	
Computer Skills	Computer literate with good working knowledge of MS Office applications	
General Requirement	Full Driving Licence & Vehicle Owner. Enhanced DBS clearance. Practical Skills – experience	
Language		Welsh Language