

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





We are looking for a caring and compassionate Supported Accommodation Manager to lead our new project in the Vale of Glamorgan. You will lead a team supporting people aged 16+, who are homeless or at risk of homelessness and have complex support needs, to make changes to their lives. By building positive relationships and taking a 'work with' approach we help residents achieve their goals and move on successfully into independent accommodation.

The role can be challenging. At Taff we work in a Psychologically Informed way and aim to build resilience in trauma affected people which can bring many challenging emotions. Our support team at Taff is built on uniqueness and individuality which creates a supportive, inclusive and welcoming workspace that is like no other.

As part of your employment with us you will receive clinical supervision and regular training and learning opportunities as we support you to progress in your career.

So, if you can bring your full self to work, enjoy engaging with a diverse range of people and can lead a team who own their decision making we'd love you to take a look at the job pack and apply.

We welcome any questions in advance of an application, so please get in touch with Sally Evans at sally.evans@taffhousing.co.uk, if there's something that matters to you that we haven't quite covered.

THE ROLE

Role title: Supported Accommodation Manager
Responsible to: Senior Support Manager
Responsible for: Complex Needs Accommodation Team
Team: Supported Accommodation Project in The Vale

What you'll do...

You will be responsible for the day-to-day operations of our supported accommodation provision in the Vale of Glamorgan for people aged 16+ who are homeless or at risk of homelessness and have complex support needs. You will lead the support of 10 occupants of the accommodation in a psychologically and trauma informed way, providing line-management of accommodation staff.

What will you be responsible for?

- Management of risk relating to accommodation occupants.
- Co-ordinating the management of compliance, property and Health and Safety within the home.
- Management of a team of 10 colleagues covering a rota of 24-hour project that is open 365 days of the year.
- Resource planning and recruitment of colleagues for the accommodation provision.
- Engaging, liaising, networking and negotiating with stakeholders from multiple agencies including local authority, statutory bodies, funders and other 3rd sector professionals.
- Planning and delivering long term and short-term targets/outcomes.
- Promoting wellbeing and support of colleagues working in a psychologically informed environment.
- Leading the team in a psychologically informed way. Modelling, coaching and leading colleagues to be reflective and psychologically informed in their approach. Committed to expanding personal knowledge on psychologically informed practices relating to working with young people who have suffered trauma and guiding the staff team in those areas.
- Overseeing day-to-day budget management for the accommodation. Working with the head of service to budget forecast.

THE PERSON

Essential Skills, Experience and Qualifications:

- Excellent literacy and numeracy skills
- Experience of support work in a housing, voluntary agency or social services field.
- Excellent understanding of psychologically informed environments and practices.
- Experience of managing, leading or supervising colleagues in a housing or support environment.
- Working knowledge and experience of housing legislation.
- A good understanding of safeguarding issues for children and adults.
- Good working knowledge of Housing Benefit and other welfare benefit
- An awareness of Renting Homes Act (Wales) 2016.
- A working knowledge of supported housing management issues
- An awareness of Health and Safety law and practice.
- Experience of financial oversight and managing a budget.
- A flexible and innovative approach to issues and problems, and a positive approach to change.
- Ability to drive and access to your own vehicle.

We'd also need you to be:

- Calm under pressure.
- Creative, innovative and self-motivating.
- 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.
- Positive with a 'can do' attitude and actively contribute to creating an awesome Taff culture.
- Willing and able to work flexibly, involving some evening meetings, and some unsociable hours.

We ask all Taff employees to...

- Keep up to date with changes in systems, policies, procedures and working practices.
- Take ownership of 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 postholder.

CONDITIONS OF SERVICE

Annual salary : £22,789 (Based on a FTE salary of £37,981)

Contract type: Permanent

Working Week: 21 hours a week, 3 days per week between Monday and Friday (9am to 5pm)

Location: Vale of Glamorgan - Supported Accommodation

Colleague Benefits:

- ▶ 25 days annual leave (extra 1 day leave after 5 & 10 years' service – total of 27 days) Pro Rata.
- ▶ 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. (This benefit allows you to claim back money on some health and wellbeing costs, as well as access to a range of virtual services).
- ▶ 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: DBS and reference checks required. Appointment will be confirmed only upon satisfactory response.

To apply for this post and to view all our current vacancies please visit:

<http://www.taffhousing.co.uk/vacancy/>.

Closing date: Monday 10th July 2023 at 9am

Interview date: Monday 17th July 2023 and Tuesday 18th July 2023

