

TERMS AND CONDITIONS

Conditions of Service & Benefits:

- 35-hour week with flexible working
- A safe place to work with a friendly and welcoming atmosphere
- Agile working with a trust clock allowing you to manage your own time
- 25 days annual leave (rising incrementally to 30 days after 5 years' service)
- 8 bank holidays plus 4 complimentary days
- 20 days safe leave
- Enhanced maternity, paternity, and shared parental leave scheme
- Enhanced sickness absence scheme
- Occupational Health referral scheme
- Pension - SHPS Defined contribution Scheme – we pay 9%, you pay a minimum of 4%. We also offer salary exchange
- Health care package including employee assistance programme (optional to join)
- Discounted corporate gym membership
- Wellbeing buddy system
- Paid Professional membership fees

Probationary Period: 3 Months

Base: Navigation Park, Abercynon (Hybrid)

Travelling expenses: In line with HMRC Rates

Training: Induction training will be provided and an on-going programme of training and development will be provided in conjunction with a continuous appraisal scheme.

Language: It is the intention that a bi-lingual service be provided where possible and that other communications requirements be met. The ability to speak Welsh and/or a sign language is welcomed but is not considered to be a requirement for this post.
We subscribe to Language Line.

Equality & Diversity: We aim to be an inclusive organisation. We do not discriminate against candidates on the grounds of age,



disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnerships or pregnancy and maternity. Similarly, it is a requirement that the person appointed does not discriminate on these grounds in the delivery of the service.

We are very proud to hold Tai Pawb's prestigious and nationally-recognised equality and diversity mark (the QED Award) for housing providers.

Responsible to: Director of Housing & Communities

Confirmation of Appointment: Confirmation of suitability for the position by independent referees, DBS at appropriate level, right to work check and Confidential Post Job Offer Health and Capability Declaration.