



GET INTO HOUSING PLACEMENT CONFIRMATION FORM

PLACEMENT DETAILS

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|--|---|
| Housing Association Name | United Welsh |
| Department | Neighbourhoods |
| Line Manager | Craig Singler |
| Placement Title | Neighbourhood Project Worker |
| Placement Start month; March / April/ May/ June | Any placement start date |
| Brief of intended Duties | <p>This placement is for someone who is:</p> <ul style="list-style-type: none">• capable• approachable• organised <p>Job purpose:</p> <p>To support our Neighbourhoods Team in managing our diverse neighbourhoods. To gain an understanding of the diversity of housing management and tenancy enforcement.</p> <p>An approachable personality, curiosity for information and willingness to learn from colleagues and independently, are essential.</p> |

General Duties:

- Perform general admin duties as requested
- Undertake some low-level housing management case work under supervision
- Undertake some project work that will be beneficial to Development, Tenancy Management and ASB Services
- Project work – Likely to include analysing incident, case and letting statistics to identify hot spot areas for more intensive work.
- Produce timely reports to help deliver improvements to the customer experience.
- To develop and deliver community action plans in targeted areas
- Gain knowledge and experience of relevant services provided within United Welsh and outside agencies, through placements and shadowing opportunities offered.

Essential

- Drive a vehicle and have access to one. Current, valid drivers licence.
- Have a flexible approach to work which may mean some evenings and weekends (on a planned basis with at least 1 weeks notice).

Prior knowledge is not essential.

Location: Remote working with travel to meetings and events in South East Wales when required. There is currently limited access to our office in Caerphilly due to lockdown restrictions.

PLACEMENT REQUIREMENTS & ACCESS

| Requirements (Please circle or delete as relevant) | Access & Permissions (Please circle or delete as relevant) |
|---|---|
| <p style="text-align: center;">Laptop</p> | <p style="text-align: center;">Open Housing</p> |
| <p style="text-align: center;">Mobile Phone</p> | <p style="text-align: center;">Access to specific files / drives</p> |
| <p style="text-align: center;">Lone Working Device</p> | <p style="text-align: center;">Share Point</p> |
| <p style="text-align: center;">PPE</p> | <p style="text-align: center;">Teams</p> |
| <p>Other:_____</p> | <p>Other:_____</p> |

Manager's Name:

Manager's Signature: