



**Healthy Homes People Lives and Communities (HHPLC)**

**Job Role: Project Co-ordinator**

**Salary £30,000**

**Hours of Work: Full-time 37 hrs (flexible working available)**

**Work Base: Greenfield Business Centre, ClwydAlyn Head office (due to current covid Regulation Home Working is current base)**

**Contract length: Until 31<sup>st</sup> October 2023**

An exciting opportunity to help lead a new initiative, Healthy Homes People Lives and Communities (HHPLC). As Project Co-ordinator you will be at the forefront of work being led by ClwydAlyn Housing in partnership with Warm Wales and TGP Cymru Team Around the Tenancy, supporting vulnerable households across North Wales to be warmer, safer and healthier.

Employing a holistic approach that recognises the links between fuel poverty, avoidable health inequalities and well-being, HHPLC will engage directly with ClwydAlyn residents, along with those in the wider community, providing a range of interventions that address the causes of fuel poverty and tackle associated health and well-being issues. Individuals will be supported by trained Energy Community Workers, either in person or over the phone, who will work with households to reduce utility expenditure and improve energy efficiency of their homes.

**SUMMARY OF JOB ROLE**

Reporting to the Partnerships and Development Manager your role is key to the successful delivery of Healthy Homes People Lives and Communities. You will provide support and oversee the activity of the Community Workers and managing more complex cases. You will also provide fuel poverty training to frontline staff at ClwydAlyn and partner organisations.

## **Job Description**

**Warm Wales- Healthy Homes People Lives and Communities (HHLPC)**

**Post: Project Co-ordinator**

**Responsible to: Partnerships and Development Manager**

**Supervise: Community Workers x4 and Project support x1**

### **Description of duties:**

- To be based with Warm Wales within the North Wales team working in partnership with ClwydAlyn and TGP Cymru Team around the Tenancy along with Local Authorities, third sector organisations and other partners when identified.
- To assist with the delivery of Healthy Homes, People Lives and Communities.
- To maintain and monitor project plans.
- To organise, attend and participate in meetings.
- To prepare content for key meetings including the creation of Powerpoint presentations.
- To document and follow up on important actions and decisions from meetings.
- To ensure work deadlines are met.
- To undertake project tasks as required.
- To ensure projects adhere to frameworks and documentation is maintained.
- To act as point of contact and communicate project status to participants.
- To build and maintains strong relationships with all involved in HHPLC delivery.
- To help prepare project reports and provide updates to ensure that the appropriate returns can be completed.
- To liaise with internal/ external colleagues.
- To supervise the community workers and project support.
- To carryout 1 to 1 with the community workers and project Support.
- To provide support to Community Workers on complex cases.
- To perform any other duties that seem necessary for the smooth running of individual projects (this may include some research and proof reading of documents)
- Due to current Covid Regulations, work is currently delivered from home and by using telephone calls, we aim to return to home visits and being in the office once guidance from the Welsh Government allows.

### **Knowledge and skills**

- Excellent customer care skills.
- Experience in a similar role.
- A good standard of education inclusive of Maths and English
- Exceptional numerical, verbal, written and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Excellent skills in Microsoft applications including Word, Excel and Outlook Ability to compile Powerpoint presentations.

- Ability to work on tight deadlines.
- Have an understanding of how this role may help to reduce health inequalities in the community
- Ability to manage a caseload of varied work, set priorities and work to own initiative
- Awareness of equality and diversity issues
- Willingness to work occasionally outside of normal office hours
- Ability to travel to attend meetings within and outside the Borough
- To have an awareness of national and Local standards, Policies and Legislation within Wales such as Housing Acts, Housing Health and Safety Rating System (inspection of properties), Wellbeing of Future Generations, Fuel Poverty, Make Every Contact Count, Adverse Childhood experiences, Social Prescribing and safeguarding.
- Full driving licence

Issued by

Project Manager-NW: Joanna Seymour

Date: 02<sup>nd</sup> November 2021

Please complete the Warm Wales-Cymru Gynnes application form and provide a covering letter explaining what you would bring to the role. You may add a as well CV if you wish.

Email it to [Joanna.seymour@warmwales.org.uk](mailto:Joanna.seymour@warmwales.org.uk)