



ClwydAlyn

Department: Asset Management

Job Overview

Capital Works Co-ordinator

12 Month Fixed Term Contract

- £33,434 per annum,
- St Asaph Business Park
- 37 hours per week – Flexible working Monday to Friday – 8am – 4.30pm



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Duration:	12 Month Fixed Term Contract
Salary:	£33,434 per annum
Location:	V72, St Asaph Business Park
Hours:	37 hours a week, Monday to Friday. Flexible working hours
Job purpose:	<p>The Capital Works Coordinator will support the Asset team in ensuring ClwydAlyn homes are well-maintained, affordable, and safe for residents.</p> <p>This role involves overseeing the delivery of Capital Investment and Cyclical Works, including collecting and processing data, preparing reports, and consulting with Asset Managers on improvement programmes. The postholder will ensure the smooth day-to-day operation of capital works, ensuring contractor performance aligns with specifications and targets.</p> <p>Additionally, the role involves liaising with stakeholders, engaging residents, collecting and analysing stock condition data, and ensuring high standards of customer care and communication throughout the process.</p>

Requirements for the role: Hold an institute in Leadership Management Level 3 or above and / or project management experience

- Computer literate - Good organisational skills - good communication skills

Is this role right for me?

This role may be right for you if you have experience in managing projects, coordinating works, or working in maintenance or facilities management. While experience in property or project coordination is beneficial, it's not essential — transferable skills like effective communication, problem-solving, attention to detail, and the ability to work independently and as part of a team are key.

If you're comfortable working with data, managing schedules, and liaising with stakeholders such as contractors, residents, and internal teams, you could excel in this position.



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Capital Works Co-ordinator

Working as a Capital Works Co-ordinator for ClwydAlyn

Working as a Capital Works Coordinator at ClwydAlyn Housing means being part of a dedicated and supportive team that values collaboration, trust, and customer care. You'll be at the heart of ensuring ClwydAlyn's homes remain safe, affordable, and fit for purpose, working closely with stakeholders, including residents, contractors, and internal teams.

The role offers a dynamic environment where you can use your skills to make a substantial impact on housing quality. You'll have the opportunity to oversee projects, ensuring that capital works are delivered on time, within budget, and to high standards.

Key Responsibilities

To assist the Asset team to ensure ClwydAlyn Homes are well maintained, affordable and safe to live in whilst being suitable for purpose.

To Control the delivery of the Capital Investment and Cyclical Works including but not exhaustive too collate and process data to prepare reports from the stock condition management systems, to shortlist and consult with the Asset Managers on Improvement Programmes, the continual review and performance monitoring of the Improvement Programmes and ensure the continued delivery of group or other party specifications including Welsh Housing Quality (WHQS).

Assisting with and take ownership of the day to day operations and delivery of the capital works workstreams to maintain constant service and ensure the contractors performance is in line with associated specification and targets as well as inline with the groups policies and procedures.

Ensuring the successful organising and delivery of the Groups Capital and Cyclical Workstreams with full consideration of Group set targets or overriding legislation such as WHQS or future equivalent within the remit of Value for Money.



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Job Overview

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Key Responsibilities continued

Collect, input, validate and analyse stock condition data for the Group's housing stock and other properties and generate regular and ad hoc reports.

Liaising with all stakeholders about sectional activities and ensure that consultation including resident engagement takes place where appropriate, whilst ensuring impact of activities is identified through problem solving.

Undertaking pro-active customer feedback in relation to sectional activities, to monitor and assess tenant satisfaction from third party contractors.

To be able to use data from different sources, analyse and report on this data in a user-friendly manner to ensure clarity of the end goal is achieved and maintaining records accurately.

The postholder will liaise with residents and stakeholders affected by any sectional activities, ensuring always that a high standard of customer care and consultation is maintained with the end goal of developing and build trust.

Formulate and maintain programme files ensuring records are kept up to date and all stakeholders are aligned for the delivery of the programmes and work programmes are consistently monitored.

How to apply?



For an informal chat contact Simon Webster by emailing simon.webster@clwydalyn.co.uk

Come have a conversation with us, we look forward to hearing from you!

Good luck!