



Recruitment Information

Gwybodaeth
Recruitment

History

Family Housing Association was formed in 1975 by a group of local people who recognised that there was a shortage of good quality affordable housing in the Swansea area for people in need.

In its early years the Association concentrated its activity in the Swansea City area, the first house owned being in Martin Street, Morriston. Working closely with Swansea City Council projects were concentrated in Housing Action and General Improvement Areas and provided rented accommodation through the refurbishment of existing dilapidated houses.

This policy achieved two aims

- the provisions of badly needed good quality accommodation within existing communities.
- assisting in the regeneration of communities.

To complement its role in rehabilitation and regeneration, the Association started on newbuild projects in 1986. These were sensitively selected to maintain the built fabric of communities by using redundant or derelict infill plots and enabled the provision of accommodation that could not be achieved by conversion of existing properties. The first schemes were sheltered housing projects for the elderly but later diversified into a wide range of flats and houses for all housing needs.

Regulation

Family Housing Association is a registered Social Landlord (RSL) registered with the Welsh Assembly Government. Family Housing is classed as a 'developing association' in that it receives grant funding from the Assembly to acquire and develop new properties. The Association operates within the Assembly's Regulatory Requirements which ensure that we act with probity, safeguard the wellbeing of our tenants and use public monies responsibly.

As a company the Association is Registered with the Industrial and Provident Society with charitable rules. This also ensures that the original aims of providing houses for people in need is maintained.

Areas of Operation

From our first property in Morriston, the Association expanded to undertake projects in all the Housing Action and General Improvement areas in Swansea. The three associations operating in the City were zoned to ensure that they were not in competition for properties or sites. Family Housing's zones were :-

- Sandfields/St Helens
- St Thomas/Port Tennant
- Morriston/Plasmarl
- Llansamlet

With the change in zoning in 1991 Family Housing again expanded its activities to encompass all of the City and surrounding local authority areas and currently develops and manages properties in partnership with:-

- The City and County of Swansea
- Carmarthenshire County Borough Council
- Neath & Port Talbot County Borough Council

Present Activities

The Association currently builds, improves and manages housing stock for a wide range of people including:

- Families
- Single people
- Older people
- People with disabilities
- People requiring additional support

The Association has recognised the high demand for supported housing accommodation in which individuals are given assistance to lead independent lives within the community. To achieve this the Association has formed partnerships with a range of voluntary and statutory agencies to provide schemes for:-

- Homeless persons
- Disabled persons
- Women with support needs
- Young vulnerable people
- People with learning difficulties
- Young people leaving care
- People with unsettled backgrounds

The majority of these schemes are directly managed by the Association. Others are jointly managed with partners from the voluntary sector who have a specialist knowledge and experience which can benefit the client group.

Changes in the demographics in Britain has seen a growth in the proportion of people over the age of 55 and a realisation that the existing housing stock restricts the ability of many older people to remain independent. In response to this need the Association, in 2005, expanded its older persons services to a wider range of tenants, successfully bidding for a new older persons scheme in Swansea. When completed, this innovative project will be one of the largest older persons schemes in Wales, providing a new style of living which enables people to retain full and active lives.

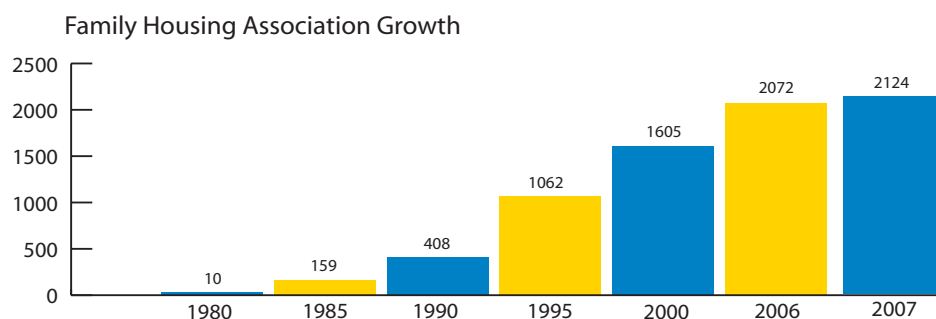
Growth

The Association has always taken a conservative approach to expansion placing an emphasis on quality rather than quantity. This approach ensures that the homes we provide are well built and in areas where people want to live. It also creates a steady rate of growth that allows the management service to grow in-line with the number of new homes. The graph below shows the Association's growth from its early days.

In the past, housing associations augmented the work of local authorities in providing rented housing. Due to Government policy, by 1987 the balance for the provision of new homes had switched from Local Authorities to housing associations which expanded to meet the need. Another change has been the level of funding. Up to 1990, the full cost of the acquisition of development of new homes was met by Government grants. In 1991 the Government introduced the need to supplement the grant with private finance raised by the Association.

By 2007 Family Housing will have raised over £40m in private finance from a range of funders including Barclays Bank and the Nationwide Building Society. These funds in the form of mortgages are paid for by the rent received from our tenants.

The rents themselves are 'Benchmarked' in that the rents charged by all RSLs are within set bands to ensure that they achieve a balance of viability for the Association and affordability for its tenants.



Staffing

In 2008, we will employ over 200 staff. 70% of these work in providing support housing.

Staff Recruitment and Selection Statement

It is the Association's policy to recruit the best qualified and experienced person for each vacancy without discrimination. To achieve this the Association will ensure that its vacancies for employment reach the widest possible group of applicants who will be given a clear understanding of the organisation and what is expected of them.

The Association will support, where practicable, Government initiatives to encourage young people, people with disabilities, long term unemployed and ex-offenders back into work.

Contacts will be made in the local community through schools, colleges and job centres to encourage skills development and awareness of education levels required for local employment through work experience schemes and placements.

The Association will encourage the career development of existing staff by supporting their applications for vacancies and assisting in opportunities for advancement through training and development.

The Association will monitor its applicant response to identify under-represented groups and will take positive action to encourage improved response from these groups.

All posts of Director/Chief Executive will, in normal circumstances, be advertised externally in line with Welsh Assembly Government guidelines.

In line with good practice for the retention of staff, some posts may be advertised internally according to the circumstances of the vacancy.

The Association will comply with Statutory Guidance from the Welsh Assembly Government.

The Recruitment and Selection Process will be designed to leave a positive image of the Association to all applicants and will be monitored via customer satisfaction results.

Ex-Offenders

A person with a criminal record will not necessarily be prevented from working for the Association. This will depend on the nature of the position and the circumstances and background of the offence.

Unless the nature of the position allows us to ask questions about an entire criminal record, we only ask about unspent convictions as defined under the Rehabilitation of Offenders Act 1974.

A Criminal Records Bureau 'disclosure' report is only requested after a risk assessment has indicated that it is relevant for the position concerned. For a position where one is required, all application packs and job adverts will advise that a disclosure will be requested in the event of a job offer being made.

Where a disclosure is required, we encourage all interviewed applicants to provide details of a criminal record at an early stage in the recruitment process.. At interview, (or in separate discussion) we will ensure that an open discussion takes place on the subject of any offences. Failure to reveal information that is directly relevant to the position could lead to withdrawal of an offer of employment.

We will make every subject of a CRB disclosure aware of the CRB Code of Practice and provide a copy on request.

We will discuss any matter revealed in a disclosure with the subject, before withdrawing a conditional offer of employment.

Complaints

Any person applying for employment with this Association who feels that they have been unfairly treated may complain to the Head of Personnel who will respond in accordance with the Association's policy on complaints.

Any employee who feels that they have not been treated in accordance with this policy may complain through the Grievance Procedure.

Confidentiality and Data Protection

The Association complies with the provisions of the Data Protection Act 1998.

Application forms will be treated in confidence and access limited to those staff directly involved in the recruitment and selection process.

The complete process will be accurately documented and all such documents will be retained by the Head of Personnel.

Information held on unsuccessful candidates will be confidentially destroyed after a period of six months from the end of the recruitment process.

Equal Opportunities Statement

Family Housing Association welcomes and aims to support the growing diversity of the community it serves and the people it employs.

The Association recognises its statutory obligations under all equality legislation and is committed to working towards achieving equality in all its activities.

Where appropriate, targets will be set to ensure that these activities i.e. allocation of housing, acceptance on to waiting lists, recruitment of staff and the letting of contracts to people who are disadvantaged and / or in under represented groups, is fairly undertaken without discrimination.

During the recruitment process we will :

- review employment procedures and monitor the provision of services to eliminate direct or indirect discrimination.
- encourage applicants from minority groups and those with disabilities to apply for vacancies.
- ensure selection procedures and criteria are free from bias towards any one group so that individuals are appointed and promoted on the basis of their merits and abilities.
- monitor job applications by age, gender, ethnic origin and disability and regularly review our procedures in the light of these statistics.
- provide training in equal opportunities/diversity/racial awareness for all our staff and Board Members and expect them at all times to behave in a way which reflects the Association's policy.

Special Projects Vacancies

If you are offered a position with Special Projects you will be expected to obtain a 'disclosure' reporting any past criminal record you may have. This is because you will be working with vulnerable people.

The cost of all disclosures will be met by the Association. Although you may be required to pay a deposit which is refundable when you start employment.

The method of obtaining your disclosure will be explained to you when you are offered a position. You will not be allowed to start work until this is received.

Family Housing Association has agreed to comply with the Code of Practice which is available on request from:

The Head of Personnel, Family Housing Association, 43 Walter Road, Swansea, SA1 5PN

Some good reasons to join us ...

- Eyetests and glasses for VDU use
- Free beverages and filtered water
- Training and NVQs
- Professional Development
- Supervision Meetings
- Monthly salary paid by BACS
- Subsidised Christmas Party
- Unison Representation
- Generous Maternity Allowances
- Childcare Vouchers
- Parental Leave

“Regular supervision meetings provide ongoing support.”

- Annual Reviews

“One-to-one reviews provide a formal opportunity for two-way feedback.”

- Standard 35 hour week for full time
- Part time working
- Job Share
- Flexitime for office based staff
- Shifts for scheme based staff
- 25-30 days of annual leave plus statutory bank holidays (pro-rata for part-time)

“The holiday entitlement is very good.”

“We offer a variety of working patterns to accommodate family responsibilities.”

- Investors in People accredited
- Paternity Leave
- Incremental salary scales
- Social Housing Pension Scheme

“A good pension is a sought after benefit these days.”

- Shift allowances
- Sleep in Payments
- On call payments
- Generous mileage rates

Family Housing Association (Wales) Ltd Cymdeithas **Tai Teulu** (Cymru) Cyf

43, Walter Road, Swansea. SA1 5PN

Tel: 01792 460192

www.fha-wales.com

Charitable Status



INVESTOR IN PEOPLE

BUDDSODDWR
MEWN POBL



Registered with, and regulated by, the Care Standards Inspectorate for Wales