



# Home Safety Assistant

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£28,620 (pro rata)

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## About Beacon

Beacon Cymru results from the merger in January 2025 of Coastal Housing and RHA Wales: two respected community landlords with reputations for excellence, innovation and being a positive force in the communities where they work.

At Beacon we're a team in the truest sense of the word. We value relationships highly, so we invest in them daily. As a result, our workplace culture is open, trusting and respectful. It's also safe, which we think is pretty critical to encouraging new ideas and approaches.

We employ almost 380 people across south west Wales and we trust every single one of them to know, and do, their work in the way that gets the best results for residents, the local community and the planet.

Beacon owns and manages almost 9,000 homes across South Wales. We aim to be an organisation for the future; one which constantly raises the bar to deliver improved services and homes for residents. We aim to deliver a greater number of new, high-quality homes each year; we're focused on growth and investment in existing homes and services, and we're a more resilient organisation with a wider geographical reach. We currently have over 500 new homes under construction across the regions where we operate.

Beacon vision is to provide better places for people and the planet. Our purpose is to create lasting change you can see, through affordable homes, sustainable neighbourhoods, and vibrant town and city centres.

This is supported by our digital vision, which is to use technology to support and enable our aims and priorities, and to enhance our services, communication and interaction with residents and businesses across the communities in which we work. In doing this we will endeavour to create opportunities through our digital strategy for resident focus, innovation and sustainability.



<b>Job Title:</b>	Home Safety Assistant
<b>Place of work:</b>	Swansea, Neath, Port Talbot, Bridgend, Carmarthenshire, RCT
<b>Hours of work:</b>	24hrs
<b>Salary:</b>	£28,620 (pro rata for part time)

## Our location

Operating across Swansea, Rhondda Cynon Taf, Bridgend, Neath Port Talbot and Carmarthenshire, we have the Gower's world class beaches, beautiful natural landscapes and the Welsh valley's rich industrial heritage on our doorsteps. Swansea and the wider regions where we operate offer world class educational institutions, and the ongoing regeneration across the areas in which we are based bring creativity, thriving communities and friendly places to live and work.

## Job Summary

The Home Safety Assistant plays a key role in supporting residents to live safely, independently and comfortably within their homes. The post holder will carry out home visits to assess individual needs, provide advice on aids, adaptations and fire safety, and support residents to access appropriate services, funding and housing options.

Working closely with residents, internal colleagues and external partners, the role focuses on person-centred assessments, including adaptations assessments and Person-Centred Fire Risk Assessments (PCFRA). The Home Safety Assistant will help identify risks, agree practical solutions, and ensure accurate records are maintained to support safe outcomes for residents.

This role contributes to Beacon's wider objectives by promoting safe homes, supporting vulnerable residents, and ensuring services are responsive, coordinated and focused on improving quality of life



## **Purpose of the Role**

At Beacon, we know that a resident's health can change over time and this can affect how they are able to manage their home safely and independently. Adapting a resident's home can improve their own health and wellbeing, and that of their family and carers. We recognise that these individuals may also have difficulty in leaving their homes in cases of emergency, particularly in the event of a fire, and Beacon need to understand this from a holistic viewpoint, in relation to both the resident and their home.

The Home Safety Assistant will visit residents in their homes, across the communities we serve, to assess the needs of the individual. This role provides a service to existing residents, and to potential residents who wish to access Beacon accommodation, by providing practical advice and assistance in making homes accessible, suitable for their individual needs and safe to live in, in a way that promotes independence whilst enabling residents to maintain their dignity and individuality.

## **Core Duties**

- To carry out telephone assessments of the residents' ability to manage their home safely and independently.
- To carry out home visits to further understand their individual needs in relation to their home environment.
- To provide specialist advice and assistance on aids and adaptations.
- To work closely with Occupational Therapists, Disability Assessment Officers, Grants Technical Officer and contractors, to ensure adaptations are suitable for both the individual and the property maintaining good working relationships throughout.
- To liaise with the Local Authority in relation to funding available for WHP and intermediate rental and leasehold properties.
- To consider whether an adaptation is the most appropriate route and provide information and/or broker suitable support about re-housing options where appropriate
- To offer information on benefits, particularly in relation to illness and disability, in order to maximise income for the individual.
- To facilitate applications for grants, funding, etc., on behalf of the individual to access adaptations which cannot be met from the internal budget source.

- Have a thorough understanding of welfare reform and how this will impact on someone's benefit entitlement.
- To discuss safety issues and means of escape from the building in the event of an emergency requiring evacuation.
- To complete a PCFRA for residents as part of the adaptations assessment.
- To complete an adaptations assessment for other Beacon residents who are highlighted as needing a PCFRA.
- Where required, to discuss and agree a Personal Emergency Escape Plan (PEEP) with residents.
- To ensure safety information boxes are updated with relevant / new information.
- To liaise with residents, fire officers (internal and external), housing and maintenance staff and with external agencies as required
- Work closely with Beacon's Fire Officer to understand the implications around the evacuation of residents in different schemes.
- To organise and manage your own workload.
- Provide continuous feedback into the service based on practical experience of service delivery, knowledge of resident requirements and statistical data gathered.
- To maintain accurate and up to date records with regards to all parts of the adaptations process via the department's computer systems
- To ensure all regulations and procedures are complied with in respect of grant projects.
- Issue works orders up to the limits specified in the Group's financial regulations.
- Have an awareness and understanding of the Group's policies and procedures relating to the Homes & Communities Department.
- Notify the Rent Management Team of any services that will be met through rents and service charges and ensure that adjustments are made to the rent accounting system.
- Attend team, in-house and external meetings, as required and to report and provide feedback to colleagues as necessary.

- Undertake Trusted Assessor training.

### **General Responsibilities**

- Undertake other training as required, whether identified by self or others in the Group.
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- Ensure all regulations and procedures are complied with in respect of grant projects.
- Comply with Health and Safety regulations and the Group's working procedures.
- Treat colleagues and clients in a fair and non-discriminatory way.
- Carry out any other reasonable duties.

**This job description is not exhaustive and may change to meet organisational needs.**

Qualities	Essential / Desirable
Worked in a Housing, Support Services or maintenance environment	E
Experience of working with grant application processes	D
Working towards or qualified to Trusted Assessor Level 4	E
Understanding of fire safety in buildings and how this relates to the evacuation of residents	D
Understanding of health issues, how these affect mobility and physical aids that may improve quality of life	D
Experience of working with the general public and a wide range of client groups and customers	E
Knowledge and understanding of housing needs and the importance of building and sustaining strong communities	D
Computer literate and able to use a range of software including Word, Excel, Access and be able to analyse and report on information gathered	E
Confident with excellent communication skills that demonstrate an ability to listen, mediate, negotiate and build rapport	E
Good people skills, and the ability to adapt to a range of situations	E
Displays good teamwork and enjoys helping people	E
Positive attitude with a proactive approach to problem solving	E
An ability to manage relationships where there is a potential for disagreements	E
Excellent organisation of work and time management, with the ability to keep within any time limits	E
Likes to use own initiative and able to work with minimum of supervision	E
Flexible and open to change	E
Commitment to the values, aims and objectives of Beacon	E

Driven to achieve results with high standards and expectations of service delivery	<b>E</b>
Full Driving Licence and access to a car; or able to demonstrate ability to be fully mobile in the role	<b>E</b>
Enhanced Disclosure and Barring (DBS) Check	<b>E</b>
Willingness to contribute to and be actively involved in any resident involvement / community activities and corporate events	<b>E</b>

## Next steps

If this seems the job for you can apply online 24/7 right up until **9am on the 6<sup>th</sup> of March**.

If you'd like to chat to us about the role before you apply, please contact Sarah Davies on 07870691183.

You can save your application progress through our online application system so you don't need to do the entire thing in one go. We are not accepting CV's for this vacancy.

Here's a whistlestop tour of our typical recruitment process so you know what to expect:

- Complete and submit the application form online before the closing date and time shown.
- We'll review all applications and let you know whether or not you've been shortlisted.
- If you are, we'll invite you to come and meet us for an Assessment Day on the **18<sup>th</sup> of March**. Please ensure you are available for these dates prior to applying as we will not be able to offer alternative dates.
- If you're successful, we'll make you an offer.
- Once you've accepted our offer, we'll follow up your references and check your eligibility to work in the UK – if the role requires it, we'll also carry out a DBS check.
- Once that's all done, we'll send you a contract and confirm your start date.
- Welcome to **#TeamBeacon!** There's a 6 month probationary period from your start date and your manager and HR will support you throughout.

Beacon offers a wide range of benefits including:



**30 days annual leave, plus an additional 2 days leave at Christmas!**



**Enhanced family friendly leave, including paid dependency leave.**



**Defined contribution pension with included life assurance of 3 times your salary.**



**Enhanced company sick pay.**



**Extensive wellbeing offer.**



Want to see the full range of benefits?  
Visit [beacon.cymru/jobs](http://beacon.cymru/jobs)