



Grants & Technical Officer

£43,116

Interested in making a change?
Apply online at beacon.cymru/jobs

About Beacon

Beacon Cymru results from the merger in January 2025 of Beacon 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 constructions 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.



Job Title:	Grants & Technical Officer
Place of work:	Swansea, Carmarthenshire, Neath Port Talbot, Bridgend & RCT
Hours of work:	35hrs Monday to Friday
Salary:	£43,116

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

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. The adaptations service must be delivered in a way that promotes independence whilst enabling residents to maintain their dignity and individuality.

The Grants Technical Officer's role sits within the Home Safety Team and provides the expert skills to ensure that the home is accessible and tailored to the individual's requirements.

This role is vital in ensuring that there is a balanced approach in considering the needs of the individual whilst assessing what is reasonable and practicable within the home environment.



About the role

We're looking for a Grants & Technical Officer to help deliver high-quality home adaptations that make a real difference to residents' lives. Working as part of our Home Safety Team, you'll manage Physical Adaptation Grant (PAG) works from initial survey through to completion, ensuring projects are delivered safely, efficiently and with residents at the heart of every decision.

This is a varied, hands-on role that combines technical knowledge, project management and strong communication, working closely with residents, contractors, colleagues and external partners.

About you

You'll be organised, proactive and confident working across multiple projects. Most importantly, you'll have a strong commitment to improving residents' independence, safety and wellbeing.

What you'll be doing

- Surveying homes and preparing clear schedules of work and drawings for tender
- Managing the tender process and overseeing contractors on site
- Project managing adaptation works from start to finish, keeping residents informed throughout
- Ensuring works meet CDM, building regulations and health & safety requirements
- Monitoring quality, budgets and timescales to deliver value for money
- Submitting accurate grant claims and maintaining clear and up-to-date records
- Providing technical advice on aids and adaptations in partnership with OTs and other professionals
- Building positive relationships with residents, contractors, local authorities and colleagues

This list is not exhaustive and may change to meet organisational needs

Qualities	Essential / Desirable
Formal building qualification (HNC or equivalent) or substantial technical experience	E
Strong knowledge of building practice, property surveying, and preparation of schedules of work	E
Experience tendering works, evaluating tender returns, and managing budgets	E
Good working knowledge of CDM, Building Regulations, and general building, maintenance and repair	E
Ability to produce drawings (e.g. AutoCAD) and priced schedules of work	E
Strong IT, numerical, written and verbal communication skills	E
Well organised, with accurate record-keeping and administrative skills	E
Proactive, solutions-focused approach with sound judgement and decision-making	E
Ability to work collaboratively and independently	E
Fair, impartial and non-discriminatory approach	E
Flexible, adaptable and committed to high standards of service and quality	E
Willingness to undertake training and continuous professional development	E
Full UK driving licence and access to a vehicle	E
Satisfactory DBS check	E
Experience working with residents, contractors, local authorities or partner agencies	D
Knowledge of housing associations and social housing environments	D
Understanding of stock condition systems, energy efficiency and WHQS	D
EPC accreditation or willingness to work towards it	D
Experience of the Vanguard method or similar service improvement approaches	D

Next steps

If this seems the job for you can apply online 24/7 right up until **9am on Friday 22nd of May**.

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 **28th May**. 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.

Our benefits

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?
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