



Care & Repair Western Bay
Gofal a Thrwsio Bae'r Gorllewin

Would you like to be part of a successful and motivated team helping older people remain living independently in their own homes?

Care & Repair Western Bay is a registered Charity which exists to support older people living in Swansea and Neath Port Talbot to repair, adapt and maintain their homes enabling them to live as independently as possible with increased safety, security, warmth and comfort.

Care & Repair Western Bay are looking to recruit a part-time Technical Officer to join our Technical team. The role of the Technical Officer is to provide advice and supervise repair, improvement and adaptation work to our clients' homes, taking the lead in effective contract administration and managing contractors.

In this varied and rewarding role, the Technical Officer will be responsible for delivering an efficient and effective technical service, assisting colleagues in the provision of all services and carrying out regular surveys and site supervision of on-going works. Another important aspect of this role will be to ensure the agencies technical requirements are met and performance criteria regularly achieved.

The ideal candidate will have experience of working within a small to medium sized building works environment, have up-to-date knowledge of current health and safety issues, together with good written and verbal communication skills and be computer literate.

In return we offer a modern work environment, with a unique culture and ethos, on-going professional education, flexible working, and a pension scheme.

Part time / Permanent

£25,000 - £28,000 pro rata

To be considered for interview, please complete and return the Application Pack. CVs alone will not be considered.

Closing date for applications is midday on Friday 8th February 2019.