



Taff Housing Association  
Cymdeithas Tai Taf

**Working for us**

## About us

Taff is an anchor organisation for inner city Cardiff, helping to create inclusive communities and building on people's strengths and abilities. We are here to support and encourage innovative and creative solutions driven by our people – customers, staff and partners. We have fully embraced a co-productive and connected future and are proud to work with people and communities to achieve this.

Our Head Office is located in Canton, Cardiff, at the heart the community we grew out of. We provide a range of services locally and in other parts of South-east Wales'. We also have offices in Newport, Barry and Bridgend.

We develop safe, attractive and affordable new homes and invest in our existing properties. But we also work with individuals and communities to develop their resilience, aspirations and ambitions. We believe that a person's past does not have to dictate their future.

### ✓ Communication

We encourage staff to share their views and ideas and use a variety of communication methods, both formal and informal. Staff are kept up to date about the business in quarterly staff briefings, team meetings and through the monthly Ezine.

We operate an open door policy, so staff can have a chat to any member of the Executive Team freely. We believe that ideas from our staff are really important and encourage the use of staff suggestion boxes. Staff Forum ensures staff voice is represented from throughout the Association.

### ✓ Supporting You

We value our staff and recognise that we are all different and on time staff may require additional support. If your circumstances are such that you require additional help to carry out your job we will review your working environment and make adjustments when required. We have an Occupational Health Service that provides support ranging from work related assessments, health surveillance to counselling. We also have dedicated groups that promote a healthy lifestyle and social events. In addition to this we offer a supportive sick pay scheme and a supportive rehabilitation programme.

## Learning and Development

### ✓ You are the key to our success

The reason behind our success is that we have highly skilled and dedicated staff. We are to your personal development and will support you to enhance your skills and development

new ones by having a comprehensive learning and development programme. We will work with you to formulate learning opportunities that will best suit your ambitions.

#### ✓ **From the beginning**

Your induction will start well before you walk through the door. You will be provided with information through Taff e-Academy that will tell you all you need to know for your first day and this will be followed up by an induction programme tailored to your job role. There will be regular catch ups and meetings with your line manager to make sure you're settling in. Your development will be at the core of your employment with us and we promote continuous learning whether it is in a classroom setting; at your desk using Taff e-Academy; on the job coaching; and networking at conferences and events.

#### ✓ **Further Education & Professional Subscriptions**

For those who wish to continue learning outside of the workplace, support is available to undertake further education/training specific to your role. We have sponsored our staff to undertake professional qualifications such as Degrees, HNCs, HNDs and have seen our staff develop from junior roles to management and beyond. We will also pay for a professional subscription related to your role.

## **Work life Balance**

#### ✓ **Flexibility**

We understand that the demands and commitments our staff has outside of work, so we aim to work as flexibly as possible and offer a variety of different working patterns. We do our best to accommodate those who need to work flexibly to support their personal work life balance.

Our standard working week is 35 hours and most office based staff have the added flexibility of our flexi time scheme, which allows for flexi time to be accrued and up to 2 days 'flexi' leave can be taken off work during each 4 weekly period (pro rata for part time staff).

There are a range of different working patterns at our supported housing projects, which enables staff support to our tenants 24/7.

#### ✓ **Family Friendly**

We all have different commitments in our personal lives and we want to make sure that get support when you need it the most. Our staff can apply to work flexibly to care for relatives, as well as childcare commitments. Unpaid parental leave is also available should you need it. Subject to qualifying conditions, we also offer enhanced maternity and paternity payments as well as paid time off to attend hospital and midwifery appointments.

#### ✓ **Holidays**

You will be entitled to a generous leave entitlement of 25 days from the day you join us. If that wasn't enough, you also get 8 bank holidays and 4 concessionary days a year. If you work part time, your entitlement will be calculated on a pro-rata basis.

In addition to this, your length of service will be rewarded with an extra days leave following 5 years' service and a further days leave following 10 years' service, that's a possible total of 39 days holiday a year.

#### ✓ **Sabbaticals**

There may come a time in your employment where you feel the urge to take a break and follow an ambition or desire to do something different. A sabbatical/career break can provide a refreshing and inspiring break which in turn means you return to us full of fresh ideas and enthusiasm. Sabbaticals are considered on an individual basis after a year's continuous employment and are unpaid for the duration of the time you are away from work.

## Health and Wellbeing

The wellbeing of our staff is important to us, so much so that we have a dedicated Health & Wellbeing group that promotes health awareness to all our staff. We celebrate National Health Events; provide back & posture check; take blood pressure and diabetes test. These are just some of the free health initiatives we offer to our staff. Every member of staff has the opportunity to contribute their ideas of how we can make Taff a healthier and happier place to work.

### ✓ Simplyhealth

We provide a company paid cash plan to give you financial support in paying for your everyday healthcare. The cash plan entitles you to an allowance, towards optical, dental and many other health costs, which also includes an employee counselling programme.

### ✓ PHI

Your wellbeing is one of our main priorities but we know that life can throw up some unexpected difficulties and ill-health, so we've planned for this by providing Permanent Health Insurance (PHI) cover which will, subject to medical reports provide an income as a proportion of your normal salary.

### ✓ Best Doctors

As part of our PHI cover, you will also benefit from Best Doctors; an additional service that provides specialist advice matched to your medical condition. Through this service you can also get a second medical opinion on a diagnosis. What's more, immediate family who live in the same household are also able to access the service.

## Giving you more

### ✓ Cyclescheme

The Cycle scheme offers both tax and National Insurance savings to participating Taff Employees, allowing the cost of the hire to be spread over 12 monthly wage deductions; this is more commonly known as a salary sacrifice. We also have showering facilities and a bike storage at our head office so there's no excuse not to cycle to work.

### ✓ Annual leave purchase

If your basic annual leave entitlement is not enough you also have the option of buying up to one extra working week through our annual leave purchase scheme.

### ✓ Complimentary Tea & Coffee

All our offices have free refreshments such as tea, coffee, milk and chilled water on tap.

### ✓ Pension

We have a defined contribution scheme which you can join from your first day of employment; you can choose to contribute anything from 4 - 9.25%, which we will match.

## **Social Group**

We're a sociable bunch at Taff; who don't need an excuse to have a social gathering. We have an annual summer event, where all our staff get together and celebrate corporate successes. Our dedicated social group organise Halloween, Christmas and many other events throughout the year.

### **✓ Fund Raising**

We're also a charitable bunch- we raise money for various charities. Over the years we've held coffee mornings, worn red to work and even had a Christmas jumper day to raise money. We also support our own Taff Charitable Trust, which raises money to help those who need it.

### **✓ Christmas Party**

We enjoy the Christmas festivities and make a contribution towards the cost of the annual Christmas party.