



**Weekend Receptionist
Erw Groes, Holywell
18.5 hours per week
Permanent
£21,682.00 per annum, pro rata.**

Here at ClwydAlyn, we are looking to recruit a Weekend Receptionists to join our supported living team at Erw Groes in Holywell. The roles will work on a weekend rota basis which will include working one waking night a fortnight.

- **Are you looking for an excellent work life balance?**
- **Would you like 25 days paid holiday (increasing to 30 days), with the opportunity to sell/purchase more annual leave?**
- **Receive up to 8% employer pension contributions.**
- **Join a Cycle to Work scheme.**
- **Receive eye care vouchers.**
- **Excellent enhanced maternity package and many other company benefits.**

If so, we could be a great match....

How we work

Our people are key to our success. Our core objective is focused on tackling poverty across North Wales where we provide homes and services.

Everything we do is based on our values of **Trust, Kindness and Hope**. We are looking for someone that lives and breathes these values!

About Us

ClwydAlyn Housing is a well-established, family friendly and respected provider of housing and related support services across North Wales, where people live life at the heart of everything we do. We are an agile working organisation and a member of the Working Families Group, truly living and breathing our values of trust, hope and kindness.

We are on an exciting journey which will see us implement a new business plan focused on tackling poverty and providing excellent quality care home services across North Wales.

About Erw Groes:

Erw Groes Family Centre is an 11 flat Project in Holywell that provides high quality short term / emergency accommodation for homeless families. The Centre can accommodate vulnerable families in one of its 11 fully furnished self-contained flats that include a kitchen, lounge, bedrooms and a bathroom. There is also secure parking on site for Residents accessing the Project.



We provide staff support 7 days a week in safe and secure premises, and the opportunity to break free from a homeless lifestyle. We provide a wide range of high-quality supported accommodation-based services for vulnerable homeless people with support packages tailored to the individual needs of our clients. Our aim is to develop people's independent living skills to enable them to move on into suitable accommodation.

Erw Groes Family Centre operates 24 hours a day, seven days a week including weekends and bank holidays. The Weekend Receptionist role forms a key part of us delivering safe and secure accommodation for vulnerable customers with complex needs. This is both a rewarding and challenging role.

Who are we looking for?

- You will have great people skills and excellent communication skills.
- You will have empathy with homeless people and have a passion for wanting to provide safe and secure accommodation to some of the most vulnerable in society.
- You will have a positive and dynamic attitude to working in what can be a challenging environment at times.
- You will understand what delivering excellent customer service is and a commitment to doing so.

The two-week rolling rota will be:

- Week One - Saturday 8am-8pm, Sunday 8am-4pm, Monday Night Off
- Week Two - Saturday day off, Sunday 1.30 -8pm, Monday 7.45pm -8.15 am.

This role requires an Enhanced Disclosure & Barring Service (DBS) check which we pay for.

The closing date for applications is Monday 16th October 2023. This date may change depending on number of applicants.

If you are interested in this role and would like to chat further please get in touch, please contact Melody Adamson or Barbara Walls on 01352 714906.

To apply please send your expression of interest as to why you would like to apply, accompanied by your CV if possible, to peopleteam@clwydalyn.co.uk.

We are always striving to improve our recruitment practises and we may send you a follow up email asking for your feedback and opinion on your recruitment experience with us, if you would prefer not to be contacted, please highlight this during the application process.