

Ripon YMCA
4-5 Water Skellgate
Ripon
HG4 1BQ
Tel 01765 607609
Email: ceo@riponymca.org

August 19

Re: Facilities Worker

Dear Candidate

Thank you for your interest in the Facilities Worker vacancy. Please note we do not accept CV's, and will only consider applications completed on our form. The full application pack includes:

- This letter and information about Ripon YMCA
- Job Description and Person Specification
- Ripon YMCA application form and equal opportunities form

See below for the advertisement details and an overview of our activity.

Following the closing date, we will review the applications and shortlist for interview. If you are not successful we will send you an email (please provide an email address). We will not provide feedback to unsuccessful applicants at this stage. If we want to invite you for interview, we will phone and provide you with the necessary details via email.

Any position offered following the interview stage will be conditional on the basis of 2 satisfactory references and a satisfactory DBS check.

Please contact us if you have any questions or queries.

Yours Sincerely,

Lucy Gratton
Chief Executive Officer

Ripon YMCA
4 – 5 Water Skellgate
Ripon
HG4 1BQ

01765 607609
Charity No: 250986



Advert – Facilities Worker:

Contract:	Permanent
Salary:	£10 per hour
Hours of work:	5 / 6 hours per week
Place of work:	Ripon YMCA
Holidays:	29 days pro rata
Closing date:	5pm Monday 16 th of September
Interview dates:	24 th or 26 th of September

The role:

Ripon YMCA are seeking an enthusiastic and reliable person to help us maintain a safe, secure and positive environment for our tenants, visitors and community hall users.

Working closely with our small staff team we require a can-do and positive individual to work with us to ensure we fulfil our health and safety checks and maintenance activity.

The ideal candidate for this worthwhile and varied role would be someone with knowledge and experience of health and safety, care taking or facilities management, and who has an understanding or willingness to understand the challenges faced by the young people who live at Ripon YMCA.

The role requires that the successful candidate be expected to work at least 5 or 6 hours a week. Ideally to include a Tuesday and / or Thursday initially.

This is a new role so we would expect the ideal candidate to explore tasks, work flexibly and develop solutions alongside the CEO and staff. Additional hours may be available depending on the candidates skills and availability.

For more information or to discuss the role further, please contact Lucy on 01765 607 609

What is the Ripon YMCA?

Ripon YMCA is an independent registered charity and registered housing association. We are a member of YMCA England and Wales. We provide Supported Housing to young people aged between 16 to 35 who are disadvantaged and vulnerable. We also provide space for the community to use, and have a number of regular bookings, groups and one-off events.

Ripon YMCA is run by a board of trustees consisting of a President, Chair, Vice Chair, Treasurer and a board of management of up to 10 trustees.

The YMCA provides 19 fully furnished bedsits with kitchens and shared bathrooms. It provides temporary accommodation for single people between the ages of 16 years and 35 years old.

Structure

We have a small staff team consisting of a Chief Executive, 2 Housing Support Workers (HSW) and a Finance Officer. Support for tenants is generally provided Monday to Friday by the HSW. Supported by the CEO the HSW hold a caseload of young people, acting as their Keyworker they maintain contact, assess need and provide support. We work holistically with young people encouraging them to learn and develop skills to help them live independently. Ultimately our work is to support young people to engage in employment, training or education and to move out of the YMCA to live independently.

Support can range from helping with budgeting, debt, cooking and tenancy maintenance, support to attend meetings, court and interviews, and accessing training, employment or volunteering.

Since early 2019 we have eliminated the use of a duty phone / on-call rota and significantly increased the tenant's independence in relation to minor issues or concerns they have out-of-hours. An out-of-hours service called NPA24:7 provide telephone assistance and emergency contractors to site in addition to the availability of the Emergency Services. However, in the exceptional circumstances of a major incident (e.g. buildings fire) staff should be contactable by NPA24:7 or the CEO to provide assistance if available and appropriate, and will be compensated for any time or inconvenience.

In addition to the housing association, the YMCA has 2 community spaces, a hall and a lounge. These provide a venue for a toddlers play group on a daily basis and a weekly drama youth group. The YMCA also take bookings for children's party and hires the hall to groups for one off events.

As a small team its essential that the day-to-day running of the YMCA is shared amongst the team. HSW are expected to engage with various health and safety checks, safeguarding processes and to support the provision of community space hire.