

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

May 2019

Re: Housing Support Worker

Dear Candidate

Thank you for your interest in the Housing Support 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.

This role is a fixed term position to provide cover for maternity leave. However, we are continually developing our services and fundraising activity and will endeavour to explore additional income to continue the employment of a successful candidate.

In order to attract the maximum interest in the role we also can offer this post at 28 hours up to 37 hours per week. Please clearly indicate how many hours you would like to work in your personal statement on the application form. We are willing and able to provide flexibility for school holidays or existing commitments.

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 – Housing Support Worker:

Contract:	Fixed Term Maternity Cover
Salary:	£21,166
Hours of work:	28 hours up to 37 hours per week
Place of work:	Ripon YMCA
Holidays:	29 days pro rata
Closing date:	20 th June 2019
Interview dates:	Week commencing the 24 th of June.

The role:

Ripon YMCA are seeking an enthusiastic and reliable person to provide Housing Support to our tenants, and to fully engage with the ongoing development of Ripon YMCA and our ambitious plans for the future.

Working closely with our other HSW we require a can-do and supportive individual to work with a small caseload of tenants. In addition, practical support is required to ensure we are safe and secure for our staff, tenants and users with the post holder being responsible for some health and safety checks and maintenance activity.

The ideal candidate for this worthwhile and varied role would be someone with knowledge and experience of working with young people, or young adults and families, and who has an understanding of the challenges and barriers faced by them.

Housing knowledge and experience of working with vulnerable people would be advantageous to the role, as well as experience of safeguarding adults and/or children, Health and Safety, and Facilities Management.

The role requires that the successful candidate be expected to work at least 4 days per week, to include Mondays, and one day until 6pm. We can offer this role as a 28 hour post up to full time at 37 hours.

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 a charity and a housing association which has been an integral part of Ripon Life since 1914. 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.