



Job Description:

Ripon YMCA, YMCA Activity Worker

Organisation: Ripon YMCA, 5 Water Skellgate, Ripon HG4 1BQ
Responsible to: Housing Operations Manager
Salary (FTE 37 Hours): £21,500
Contracted hours: 21 to 30 hours – see advert for more details
Contract length: Permanent

Job Purpose:

The role of the YMCA Activity Worker is to:

Work with members of the YMCA team to ensure that activities are available for tenants and the young people we work with. By providing practical assistance and engaging in the planning and delivery of activities this role enables the YMCA to deliver more opportunities and build better relationships with those we engage with.

Principle Responsibilities:

General duties 80%

To help plan and deliver a range of opportunities and activities for Tenants and Youth Work projects:

- Build professional and supportive relationships with tenants and young people who engage with the YMCA.
- Build positive relationships with partners from other organisations including Social Workers, Support Workers, Community Organisations, local business and community members.
- Provide practical support in the delivery of activities, this includes planning and getting ready for sessions, delivery of activity and packing up any equipment.
- Assist in buying and making food and refreshments for activity sessions.
- Assist in the planning and development of sessions for Tenants or Youth Work projects.
- Support staff to promote activities including the use of social media, making posters or sharing information in meetings.
- Accompany tenants to appointments (e.g. job centre, GP, dentist).
- Carry out double visits with Support Workers, where necessary (e.g. welfare checks or room checks).

- Help with general administration, reporting and recording activity as directed by YMCA Managers.
- Assist Support Workers and Youth Workers in Feedback activities and support the recording of feedback and interactions.
- Support young people and tenants to engage in volunteering opportunities at the Ripon YMCA shop or at other workplaces.
- Respond to the phone, front door and general queries and requests.

Facilities / Health and Safety

Time allocation 20%

Ripon YMCA is committed to provide suitable accommodation and facilities for our staff and tenants. Ripon YMCA must work both in-house and with contractors to ensure the upkeep of the facilities. The Housing Operations Manger leads this activity. It's the role of the Activity Worker to:

- Work alongside the YMCA team to ensure that the YMCA and the facilities we use are clean, tidy and appropriate for activities.
- Assist staff in the day-to-day maintenance of rooms at the YMCA to ensure accommodation is ready for Tenants when required. This could involve some painting, cleaning and basic maintenance tasks.
- Helping complete Health & Safety checks
- Give health and safety information to tenants.
- Work alongside colleagues to create positive and appropriate facilities for our tenants, young people and visitors. This could be helping to garden or putting up decorations or making sure posters and signs are correct.

Other

Ripon YMCA is a small charity, as such all staff must be willing to offer flexibility in their approach to their role. Staff members have a responsibility to complete their allocated tasks and are encouraged to show initiative and act in the best interests of the charity at any times. They should / will:

- Promote and positively engage with all stakeholders about the charity
- Follow all Health & Safety guidelines
- Offer a flexible approach to their hours of work when necessary, to ensure the safety and support of their colleagues, the tenants and the buildings, e.g. during and after a serious incident
- Always maintain confidentiality and professionalism
- Identify and engage with appropriate training opportunities for self and the wider team.
- Any other tasks deemed appropriate at the request of the CEO

Out of hours:

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 exceptional circumstances staff should be contactable by NPA24:7 or the CEO to assist and will be compensated for any time or inconvenience.

See out-of-hours procedure for more details.

Ripon YMCA – Person Specification

Role: YMCA Activity Worker

Salary (FTE 37 Hours): £21,500

Area	No:	Criteria	Essential or Desirable	How identified
Qualifications	1	Qualified to Level 2 in English and Maths or higher	E	A
	2	Further education or professional qualifications in a related area. Housing, Youth Work, Social Care, Family Support, Health and Safety, Education or Training	D	A
	3	A full drivers licence with access to a car	D	A
Experience and skills	4	Experience of working with young people or young adults from complex backgrounds	D	A and I
	5	Experience of Youth Work delivery	D	A and I
	6	Experience of working in a Supported Housing setting	D	A and I
	7	Experience of maintaining effective professional working relationships with all stakeholders (partner agencies, the public, young people, parents, providers)	E	A and I
	8	Experience and the skills to work using own initiative and also within	E	A and I

		a team and wider organisational goals		
	9	Ability to maintain professional boundaries and work within policy and procedure	E	A and I
	10	Competent in using computers and related technology with a good level of literacy and numeracy	E	A, I and E
	11	Ability to develop and lead engaging activities for young people and young adults.	D	A, I and E
Knowledge	12	Have an understanding of the barriers and needs faced by young people and young adults today	D	A and I
	13	A good working knowledge of safeguarding	D	A and I
Attitude	16	Awareness of self, and a willingness to learn and reflect on own practice	D	A and I
	17	A commitment to the work of Ripon YMCA and the difference we want to make	E	A and I
	18	A commitment to, and understanding of, equality of opportunity and diversity	E	A and I
Other	19	Ability to undertake work outside of office hours as required by this role	E	A and I

Key:

A = Application form

I = Interview

E = exercise at interview