

Ripon YMCA
5 Water Skellgate
Ripon
HG4 1BQ
Tel 01765 607609

Email: ceo@riponymca.org

October 2023

Re: YMCA Administrator

Dear Candidate

Thank you for your interest in the Administrator 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 new permanent position created to support the delivery of our work.

The role requires that the successful candidate be expected to work at least 3 days per week. We can offer this role as 16 to 24 hour post. We work during office hours and will require the administrator to work on a Tuesday for the team meetings and will work with the post holder to identify a suitable timetable. We are also able to discuss flexibility around school holidays if required.

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 / email and provide you with the necessary details for the process.

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 Downes
Chief Executive Officer

Ripon YMCA
4 – 5 Water Skellgate
Ripon
HG4 1BQ

01765 607609
Charity No: 250986



Advert – Administrator:

Contract:	Permanent
Salary:	£21,500
Hours of work:	16 to 24 hours per week
Place of work:	Ripon YMCA
Holidays:	29 days pro rata
Closing date:	19 th November
Interview dates:	Week commencing the 20 th or 27 th of November

The role:

Working closely with members of the YMCA team this role will ensure that Ripon YMCA is effective in the delivery of the services we provide. The Administrator will be supervised by the Finance Administrator to enable a range of internal functions including:

- Inputting data from Youth Work sessions
- Recording tenants rent and charges
- Writing notes and recording meetings
- Maintaining records of staff training
- Maintaining fundraising records
- Supporting YMCA events and training activities
- Managing meeting rooms
- Receiving general enquiries
- Other office related activities

The role requires that the successful candidate be expected to work at least 3 days per week. We can offer this role as 16 to 24 hour post. We work during office hours and will require the administrator to work on a Tuesday for the team meetings and will work with the post holder to identify a suitable timetable. We are also able to discuss flexibility around school holidays if required.

For more information or to discuss the role further, please contact Lucy on 01765 607 609 or lucy@riponymca.org.

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 and provide a range of opportunities for young people in our local community.

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.

Structure and practice

We have a small staff team consisting of a Chief Executive, Housing Operations Manager, 2 Housing Support Workers (HSW) a Finance Administrator and Administrator and use contractors to support our work. The position of Community and Development Manager and Youth Worker provide the delivery of our Youth and Community work. We also have a small team of sessional and freelance workers who engage in our projects and development work.

We work holistically with young adults encouraging them to learn and develop skills to help them to achieve independence.

As a small team it's essential that the day-to-day running of the YMCA is shared amongst the team. All staff are required to have a hands-on attitude and expected to be proactive and forward thinking. We learn from situations and incidents to ensure we improve and continually reflect and develop our thinking and resources.

An out-of-hours service called NPA24:7 provide telephone assistance and emergency contractors to the YMCA site in addition to the availability of the Emergency Services. However, in the exceptional circumstances of a major incident (e.g., buildings fire) all 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.

Our vision

Ripon is a place where all young people can live safely, securely and independently, fulfilling their potential, and being valued members of the community.

Our mission

To remove young people from homelessness through the provision of accommodation, and address issues that prevent young people from achieving their potential, such as poor mental health, family breakdown, lack of opportunities and aspirations.

Our values

We Seek Out; We are excited about creating working partnerships and connecting with the local community

We Welcome; We offer all young people the space they need to feel safe, respected, heard and valued

We Inspire; We inspire tenants, young people, partners and stakeholders by having a passionate and professional approach to what we do

We Speak Out; We advocate on behalf of our tenants and young people

We Serve; We are dedicated to serving young people

Our strategic goals

To provide good quality, safe and secure accommodation in Ripon, helping to ensure the housing needs of young people are appropriately met.

To provide our tenants with a Personalised Support Programme to ensure they achieve their potential.

To work with others to ensure young people in Ripon have access to services that support their personal and social development, enabling them to make informed choices about their lives.

Extend our influence in order to raise awareness of youth homelessness and celebrate the positive contribution of young people in our society and community.