

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

Email: [ceo@riponymca.org](mailto:ceo@riponymca.org)

February 22

**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.

To attract the maximum interest in the role we can offer this post at 29 hours up to 37 hours per week (4 or 5 days a week). Please clearly indicate how many hours you would like to work in your personal statement on the application form. We are very willing to provide flexibility due to the school calendar 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 / email and provide you with the necessary details for the process.

Any position offered following the interview stage will be conditional and only confirmed when we are in receipt 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 – Housing Support Worker:**

<b>Contract:</b>	Permanent
<b>Salary:</b>	£22182.96
<b>Hours of work:</b>	29 hours up to 37 hours per week
<b>Place of work:</b>	Ripon YMCA.
<b>Holidays:</b>	29 days pro rata
<b>Closing date:</b>	5pm on the 16 <sup>th</sup> of March
<b>Interview dates:</b>	Provisional interview date of the 22 <sup>nd</sup> of March

**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.

Working closely with our other HSW and Housing Operations Manager we require a can-do and supportive individual to work with a small caseload of tenants; working in an holistic way to develop life skills and independence. In addition, practical support is required to ensure we are safe and secure, with the post holder and team being responsible for various health and safety checks and maintenance activities.

We are developing a range of projects and services for our tenants and young people in the community and have recently started some accredited employability sessions and youth work activity. We expect all team members to engage with these exciting developments as appropriate.

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 has an understanding of the challenges and barriers faced by them.

Housing knowledge and experience would be advantageous to the role, as well as experience of safeguarding adults and/or children, Health and Safety, Training and Youth and Community Work.

We can offer this role as a 29 hour post up to full time at 37 hours.

We generally work Monday to Fridays in the daytime but do require flexibility. Opportunities for training and CPD are available to meet and maintain skills and knowledge requirements for this varied role. If appropriate we can also offer additional hours in the evenings to cover our Youth Work provision.

For more information or to discuss the role further, please contact Paul on [paul@riponymca.org](mailto:paul@riponymca.org) or 07707044936

## **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 use contractors to support our work. We also have a small team of sessional and freelance workers who engage in our projects and development work. We also have a new role of Community and Development Manager to develop our community 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.

Coronavirus has challenged us, but also given us the opportunity to review our services and develop our plans. Here is our refreshed vision, mission and values and new strategic goals.

### **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.