

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

Email: ceo@riponymca.org

October 2023

Re: Youth and Community Manager

Dear Candidate

Thank you for your interest in the Youth and Community Manager 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 and as part of our flexible approach and commitment to staff wellbeing we can offer this post at 28 hours up to 37 hours per week, working over 4 or 5 days. We can also consider flexibility for school holidays or existing commitments. Please clearly indicate how many hours you would like to work in your personal statement on the application form.

Work during office hours is essential in addition to the delivery of our Youth Work activity program. The post holder will be required to support Tuesday night Youth Club (till 7:30pm), Wednesday & Thursday Teatime work (until 6pm). Then add hock out-of-hours where necessary to undertake the role. You will work closely with your manager to ensure you find a regular timetable that suits you, the projects and the wider Youth Work team.

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 – Youth and Community Manager:

Contract:	Permanent
Salary:	£31,409.89
Hours of work:	28 to 37 hours per week
Place of work:	Ripon YMCA
Holidays:	29 days pro rata
Closing date:	19 th November
Interview dates:	27 th November

The role:

Ripon YMCA are seeking an experienced and proactive manager to oversee the range of funded services and opportunities provided by Ripon YMCA. These include:

- Youth Work
- Employability and Youth Volunteering activity
- Community Fundraising
- Young Leaders
- Ripon Youth Work Partnership (The YMCA lead this initiative)

We have received significant and sustained funding from a number of sources to deliver Youth and Community Work in Ripon.

You will have relevant and recent experience of working with young people and young adults, ideally in a third sector organisation. No day will be the same and you will be required to undertake direct delivery on projects as well as co-ordinating full time and sessional workers.

An ability to forge positive and supportive professional relationships with young people is essential and experience of delivering workshops or qualifications would be advantageous. Our work is often with those young people who are hard to reach and can be challenging, so the ability to reflect, adapt and be proactive is essential.

The role requires that the successful candidate be expected to work at least 4 days per week. We can offer this role as a 28-hour post up to full time at 37 hours.

We generally work Monday to Fridays in the daytime, but some evening work will be required to support our Youth Work activity (see the full job pack for info). Opportunities for training and CPD are available to meet and maintain skills and knowledge requirements for this varied role.

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.