

**- YMCA Northumberland -
Application Pack
Community Centre Assistant**

Thank you for your interest in working with us.

Please find enclosed

- Application Details (Job Description, Person Specification and Terms and Conditions)
- Application Form
- Equal Opportunities Monitoring Form

If you have any questions before submitting your application, please call Rob Cox on (01670) 857167.

Sending Your Application

You must send your application to

Rob Cox
Chief Executive
YMCA Northumberland
North View
Ashington
Northumberland
NE63 9XQ

Or Email

rob.cox@ymcanorthumberland.org.uk

If you do not address your envelope like this, it may not get to the right person in time.

If you do not hear from us within two weeks of your application, unfortunately your application has not been successful on this occasion.

Important Note about Postage

Please make sure that you put the correct stamps on your application. Your application will normally need postage at the 'large letter' value.

**- YMCA Northumberland -
Job Description
Community Centre Assistant**

Job Title Community Centre Assistant

Address YMCA Buildings
North View
Ashington
Northumberland
NE63 9XQ

Job Purpose

To assist in the day to day operation of the YMCA Community Centre and support the delivery of a weekly youth activity programme.

Main Responsibilities

Customer Service and General Enquiries

- To help ensure the building is opened and closed at the appropriate times and within set procedures.
- To help ensure that all genuine visitors to the YMCA are offered an appropriate welcome and that, as far as possible, their requirements are met.
- To help answer general enquiries, ensuring that callers or visitors are provided with the correct information.
- To take messages for other members of staff as necessary, and to ensure that these are passed on.
- To take payments for fees and charges.
- To fully support and contribute to the implementation of rules, policies and procedures.
- To ensure that visitors to senior staff are provided with refreshment as appropriate.
- To help with the running of a coffee bar and stocking of vending machines.

Ensuring that Rooms are Prepared for Use

- To assist with the running of the booking system for rooms and halls.

- To help ensure that the buildings, rooms and halls are prepared for each session and that the appropriate furniture, equipment and catering supplies are provided.
- To help ensure that the kitchen, all rooms and communal areas are clean, tidy and safe.

Administrative Duties

- To distribute incoming post to staff and other building users.
- To provide general administrative support to the staff team. This will particularly (but not exclusively) include filing, photocopying, data inputting and word processing.
- To help ensure that all money is secure at all times.
- To help prepare banking records as necessary.
- To provide photocopying and other services for members and users and to ensure that payments are received.

Working Within the Staff Team

- To work closely with other staff, ensuring excellent standards of communication and teamwork.
- To participate in staff meetings where appropriate.
- To contribute to the induction of new staff.

Youth Programme Support

- To work with the Youth Team to prepare and pack away rooms for daily youth activities.
- To be a friendly and approachable face for young people accessing activities sessions.
- To contribute ideas for creating a safe and engaging environment for young people.

Other Responsibilities

- To maintain the highest levels of professionalism and confidentiality, with particular regard to the work with vulnerable young people.
- To operate within the guidelines established for all of the YMCA staff.

- To support other members of staff and to cover their duties where necessary in the case of holidays, sickness or other absence, in some cases at very short notice.
- Other appropriate duties, as required from time to time by the Chief Executive.

- Terms and Conditions of Employment - Community Centre Assistant

Based at: YMCA Northumberland (Ashington)

Hours: 25 hours per week

Salary: National Minimum Wage

Duration: Six month contract

Notice Period

Two weeks.

You may be dismissed without notice in the event of gross misconduct or gross negligence.

Paid Leave Entitlement

28 working days per year pro-rata.

No more than two consecutive weeks can normally be taken together. All applications for leave must be submitted in advance and are subject to acceptance according to the operational needs of the YMCA. The holiday year runs from the start of April each year. Any member of staff starting or leaving part way through the holiday year will have a pro-rata holiday allocation.

Conditions of Employment

The appointment is subject to

- A probationary period.
- An Enhanced DBS.
- Two Satisfactory references.

**- Person Specification -
Community Centre Assistant**

Essential Qualifications and Experience	Desirable Qualifications and Experience
An ability to respect the Christian ethos of the YMCA and uphold its values.	Experience of working with children/young people in a Youth Work setting.
A flexible attitude to working hours and a willingness to cover for other staff at short notice in the event of absence.	Evidence of a good all-round standard of education
A willingness to undertake further training if necessary.	A full driving licence and access and use of a vehicle.
A commitment to working for the benefit of children and young people.	
Strong personal motivation and integrity.	
An ability to work alone and within a team.	
An ability to represent the YMCA positively and uphold the values of the Association.	
An ability to react appropriately in challenging situations.	
An ability to communicate easily with people of all ages and backgrounds.	



Application Form In Confidence

Please read the enclosed information and then complete this form in black ink or type.

Please note that only the information given in this application will be considered in determining whether or not you will be called for an interview. Please specifically address the criteria detailed in the Person Specification.

We are not able to consider CVs

1. Job Details Post Applied For –	
2. Personal Details Title Family Name (surname)	First Names (underline the name by which you want to be known)
Address Post Code	Telephone Home Work May we contact you there? Yes/No Email Address
Northumberland YMCA has a normal retirement age of 65. Please tick if you are 65 years of age or over, or if you are within 6 months of reaching 65 <input type="checkbox"/>	National Insurance Number
Do you need a work permit before you can be employed in this country? Yes/No If yes, please give details.	
Do you have any disability which may affect your application? Yes/No If yes, please give details. We ask this question to enable us to consider any adjustments that we can make to our recruitment procedures/arrangements to assist you in your application.	
If appointed, when could you take up the post?	If you are currently employed, what notice period are you required to give?
Have you had any previous contact, or do you have any current contact, with the Northumberland YMCA? Yes/No If yes, please give details.	
Have you had any previous contact, or do you have any current contact, with any other YMCA? Yes / No	

If yes, please give details.

3. Education, Training and Development

Please list your academic or other qualifications, along with other training courses attended.

If you are currently taking any courses, please give your expected grade.

Date (month/year)	Qualification/Training Programme
Grade	

(If applicable)

4. Present or last employer

Employer's name and address

Post held

Date commenced (and left, if appropriate)

Current (or most recent) salary/rate of pay

Reason for leaving

Please give a brief description of your duties and responsibilities

5. Previous Employment and Experience

Please give details of previous paid employment during the past 10 years. For each job, detail dates of employment, employer, duties undertaken and reason for leaving, starting with the most recent first.

Please do not leave gaps in your employment. If you have had time away from work (eg unemployment, travelling), please explain.

If you need to continue, please photocopy this sheet.

Date (month-year, from-to)	Employer	Duties Undertaken	Reason for Leaving

6. References – Please Read Carefully

Before making any offer of employment, we must be able to obtain two satisfactory references for you.

We will apply for references after your interview if we are considering you for the post.

Referee 1 – Must be your current employer, or your most recent employer if you are not currently employed. We must be able to write to them at the organisation address – not a home address. Please check that they are appropriately authorised to provide references.

Referee 2 – Should be someone who knows you well and will be able to comment on how suitable you will be for this post. This could be, for example

- another recent employer
- a teacher, tutor or lecturer
- a person in a leadership position within your community or at your church, religious group, sports group etc

Before including a person’s details here, please make sure that you ask them first.

We cannot accept a reference from someone who is related to you in any way, or from a spouse or partner, unless there are very exceptional circumstances.

<u>Referee 1</u>	<u>Referee 2</u>
Name	Name
Position	Position
Company Address	Address
Post Code	Post Code
Telephone No.	Telephone No.
In what capacity does this person know you?	In what capacity does this person know you?
Is this person related to you in any way, or a spouse or partner?	Is this person related to you in any way, or a spouse or partner?

<p>7. Skills and Experiences Outside Employment Please give details of any relevant skills/experience gained outside employment. This might include voluntary responsibilities, work with a church or other faith group, or a leadership position in a club or organisation.</p>	
<p>10. Declaration I declare that the information I have given on this form is correct and complete. False or misleading statements may be sufficient grounds for cancelling any agreements made, or for disciplinary action to be commenced.</p> <p>Signed..... Date.....</p>	

Please return your completed application form to

**Rob Cox
Chief Executive
YMCA Northumberland
North View
Ashington
Northumberland
NE63 9XQ**

or

rob.cox@ymcanorthumberland.org.uk

All applications will be scored against the Person Specification provided in this pack. It's absolutely crucial that you use the application form to show how you meet that specification.

Please **do not** submit a CV. We are not able to consider these.



Equal Opportunities Monitoring Form

The YMCA is an Equal Opportunity Employer. We are committed to the active promotion of equal opportunity, both in the provision of services and as an employer of paid and unpaid staff.

To help us monitor our equal opportunities policy in recruitment and selection procedures, you are requested to complete the following questionnaire.

The information that you provide does not form part of the selection procedure. It is used only for monitoring purposes. This sheet will be separated from your application form before shortlisting.

If you would like to send this sheet to us separately, please do so.

Post Applied For Facilities Manager

Gender	Male	Female				
Age Range over	Under 25	26-35	36-45	46-55	56	or

Marital Status

Number of Dependants

Would you describe yourself as having a disability?

Where did you see this vacancy advertised?

Please turn over

What is Your Ethnic Group?

Please choose one section from A to E, then circle the appropriate indication of your background

A White

British English Scottish Welsh
Irish
Any Other White Background, please write in

B Mixed

White and Black Caribbean White and Black African
White and Asian
Any Other Mixed Background, please write in

C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

Indian Pakistani Bangladeshi
Any Other Asian Background, please write in

D Black, Black British, Black English, Black Scottish or Black Welsh

Caribbean African
Any Other Black Background, please write in

E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh

Chinese

F Any Other Ethnic Group

Please write in

I understand that this information may be stored and processed as part of the YMCA's monitoring of Equal Opportunities and as part of the recruitment procedure and give my consent for my details to be used for this purpose.

Signature

Date