

Dear Applicant

Keyworker / Coach

Thank you for your interest in the above position.

Full details of the position are included here. An application form is available for download from our website at www.ymcadoncaster.org.uk

We also encourage you to read our website and find out more about us and our work.

Submitting Your Application

All applications must be on the YMCA Doncaster application form. CVs and other forms of application will not be considered.

By Post:
Stacey Sherratt-Pearson
YMCA Doncaster
Wood Street
Doncaster
DN1 3LH

By Email:

stacey@ymcadoncaster.org.uk

If sending via email, your application must be in Word or PDF. Please do not send skydrive links or similar.

Closing Date and Selection

We are looking to appoint as soon as possible. Please apply as soon as you are able to do so.

Shortlisting is based on our Person Specification (see page 3 of this pack), and your application should include clear examples of how you meet each of our criteria.

Please note that we are only able to contact shortlisted candidates. If you do not hear from us within three weeks of applying, you've unfortunately not been successful on this occasion.

Questions

If you are considering making an application yourself, and you've not been able to find the answer to your query by reading the information provided here and on our website, please email your question to stacey@ymcadoncaster.org.uk

Direct applications only - strictly no recruitment agencies

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create inclusive and energising communities where young people can truly belong, contribute and thrive.

Job Description – Keyworker / Coach

Job Purpose

To provide support for clients at YMCA Doncaster's Supported Housing for young people aged 16 to 30. To take responsibility for client caseloads and their progress towards measurable outcomes, and to contribute to the overall running of the project as required.

Main Responsibilities

To take responsibility for a caseload of clients, using coaching techniques to contribute to the development of appropriate goals and ensuring that clients make appropriate progress.

To take appropriate steps in ensuring engagement with the support provision, including taking action where a client is unable or unwilling to engage.

To ensure that clients are fully aware of the range of services at YMCA Doncaster and are able and willing to engage as appropriate.

To provide anecdotal and statistical information against a number of progress measures.

To provide group learning sessions for clients with lifeskills and related topics.

To refer to external agencies where needed.

To work within clear Keeping In Touch requirements for ex-clients.

To promote opportunities for clients to be involved in the design, delivery and continuous improvement of the service through a range of consultation and involvement methods.

To participate in a varied rota contributing to the operation of a 24 hour, year round drop in provision for resident clients, including the provision of support with neighbour disputes, licence compliance, behavioural difficulties, finance and similar, and to ensure the appropriate formal measures are taken in relation to interventions.

To work independently within set procedures, including procedures for proper recording of individual sessions, progress and outcomes for each client.

To offer flexibility in both patterns of work and duties undertaken.

To develop and maintain appropriately professional relationships with members, users and with other staff, and to maintain absolute confidentiality at all times.

To represent the Association positively in all relationships, both internal and external.

To work within the policies and procedures of YMCA Doncaster, and to contribute to their development.

To cover other duties where necessary in times of absence or vacancies.

Other reasonable duties as required from time to time by the Line Manager.



Person Specification – Keyworker / Coach

This is the most important part of the Application Pack. Your application should address these points as clearly as possible. Our selection will be based on the criteria here.

- A sound educational background, with a minimum of 5 GCSEs at C or above, 5 O Levels at C or above or equivalent other qualifications.
- Able to use Microsoft Word to a high standard.
- Able to communicate effectively with young people and others, both verbally and in writing.
- Able to carry out monitoring patrols across indoor and outdoor areas including four floors and two stairways, and to deal with any issues arising as necessary.
- Experience of reacting appropriately in challenging situations.
- Experience of professional work with vulnerable young people and an ability to work in both group and one-to-one settings.
- An understanding of the issues that young people coming to the YMCA may face.
- Experience of working successfully in a performance-measured, outcomes focused way.
- Able to operate within set procedures.
- Experience of managing a complex and varied workload effectively and accurately without supervision.
- Experience of maintaining confidentiality and appropriate relationships, and a clear understanding of the importance of those.
- Able to work to the Ethos and Values of YMCA Doncaster and demonstrate how the role contributes.
- A flexible attitude to working hours, including the ability to work varied and unsociable hours, and a willingness to cover for other staff at very short notice.
- Able to work alone for extended periods of time and to be self-motivated.
- Able to represent the Association positively, professionally and with credibility.
- Reliability, loyalty and integrity.



Main Terms and Conditions of Employment

Rate of Pay

£19,000 per annum, rising to £20,375 following the successful conclusion of the probationary period. Salaries are paid monthly in arrears.

Pension Arrangements

A stakeholder pension scheme is available. Following the successful conclusion of the probationary period, a matching contribution of up to 3% is available from the YMCA.

Hours of Work

The basis is a working week consisting of not less than 40 hours.

Standard shifts are usually

- Monday to Friday either 8am to 4pm or 3pm to 11pm
- Saturday / Sunday 8am to 8pm, with time off during the week

Evening, Bank Holiday and weekend work is a regular part of the job and paid at the normal rate.

Shifts are normally notified a minimum of one week in advance.

Paid Leave Entitlement

5.6 average working weeks per year. During the probationary period, holiday can only be taken where it has accrued. 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.

Any member of staff starting or leaving part way through the holiday year will have a pro-rata holiday allocation.

Conditions of Appointment

The appointment is subject to

- A medical assessment
- A probationary period of six months
- An Enhanced Disclosure from the Disclosure and Barring Service
- Two satisfactory references

