

Dear Applicant

## **Monitoring and Administration Officer**

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](http://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:  
Louise Roffey  
YMCA Doncaster  
Wood Street  
Doncaster  
DN1 3LH

By Email:  
[louise.roffey@doncasterymca.org.uk](mailto:louise.roffey@doncasterymca.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 [louise.roffey@doncasterymca.org.uk](mailto:louise.roffey@doncasterymca.org.uk)

## **Direct applications only - strictly no recruitment agencies**

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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 – Monitoring and Administration Officer**

### **Job Purpose**

To be responsible for a range of active and desk based monitoring systems, including financial administration, and to ensure that all recording is in accordance with set procedures.

### **Main Responsibilities**

To prepare payments for authorisation, including cheques and petty cash.

To operate invoicing systems.

To be responsible for checking that Health and Safety procedures are being complied with, and to take responsibility for other Health and Safety tasks as designated by the Line Manager.

To conduct regular Health and Safety checks across the site and to meet with contractors and others to oversee their work.

To complete audits and the checking of records, and to deal with designated matters arising including coaching and instruction of staff at various levels.

To co-ordinate the accurate collection and production of data relating to a range of performance indicators.

To provide regular reports as required.

To supervise relevant staff, students or volunteers.

To contribute to drawing together evidence relating to Quality systems.

To assist in the general leadership of YMCA Doncaster, and to offer flexibility in both patterns of work and duties undertaken.

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

To act as a shift Duty Manager, including dealing with any staffing or other issues arising during periods of duty.

To be part of the out-of-hours On Call rota with two or three others, responding effectively to concerns. This will include finding cover in the case of sickness or other absence, or covering a shift at very short notice when no other cover is available.

To contribute to the selection and induction of new staff and volunteers across the Association.

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

To represent senior staff and 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.

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



## **Person Specification – Monitoring and Administration Officer**

### **Please Note**

Our application form requires you to set out clear examples of how you meet each one of our criteria.

- 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.
- Recent relevant experience.
- Strong attention to detail and high levels of accuracy when inputting data and creating reports.
- Comfortable working with financial records, transactions and calculations.
- Able to use Microsoft Word and Excel to a high standard.
- Strong administrative skills, including experience of managing a varied workload efficiently.
- Able to work within organisational procedures.
- Effective verbal and written communication skills, including the ability to communicate well with customers or clients with complex needs and / or challenging behaviours.
- Able to be assertive and tenacious where necessary.
- Able to react appropriately in challenging situations.
- Experience of maintaining confidentiality and appropriate relationships, and a clear understanding of the importance of those.
- Able to work to the Vision and Values of YMCA Doncaster.
- A flexible attitude to working hours.
- Able to cover part of the out-of-hours On Call rota and to attend site within two hours in the event of an emergency.
- Able to represent the Association positively, professionally and with credibility.



## **- Main Terms and Conditions of Employment -**

### **Rate of Pay**

£17,800 per annum, rising to £19,600 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 (Contractual)**

The basis is a working week consisting of not less than 40 hours plus On Call duties.

On site work will generally be between the hours of 8am and 11pm. Evening work, primarily covering as part of the Duty Managers' rota, is a regular part of the job.

The On Call provision is in place at all times, including weekends, nights and Bank Holidays, and is covered on a rota basis with three or four individuals.

With the agreement of the Line Manager, compensatory time may be taken at off-peak times to cover for any excessive hours worked.

### **Hours of Work (for illustration only)**

At present, a typical work pattern might include working alternate Tuesday evenings from 3.45pm to 10pm, two other weekdays as Duty Manager from 8.45am to 3.45pm with the remainder of the 40 hours flexible within Community Centre opening times (as on our website) subject to minimum six hour days.

Your weekly On Call duties would normally be either 5pm to 9am on one or two nights during the week, or from 5pm Friday to 9am Monday.

Very occasionally, you may need to cover other sessions including around five Saturday daytimes over the course of a year.

### **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.

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 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

