

Dear Applicant

Night Support Worker

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 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 one 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 olivia.burton@doncasterymca.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 – Night Support Worker

Job Purpose

To provide support for clients at the YMCA's Supported Housing project for young people aged 16 to 30, and to contribute to the running of the project as required.

Main Responsibilities

To cover night time support provision, including 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 ensure that client areas are safe and harmonious through conducting pro-active patrols and dealing with issues as they arise.

To assist in making sure that rooms are available for use, carrying out practical tasks as needed.

To provide support for designated non-resident clients, particularly those on resettlement programmes.

To promote YMCA Doncaster's other services to clients at the appropriate time.

To work independently within set procedures.

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 – Night Support Worker

Please Note

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.

- Able to work alone and be self-motivated.
- Able to use Microsoft Word.
- Able to communicate clearly in writing and face to face.
- 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.
- Able to carry out cleaning and basic DIY tasks if necessary.
- Experience of reacting appropriately in challenging situations.
- Understanding of the issues that young people who are homeless or vulnerable may present, and the difficulties they may face.
- Able to operate within set procedures.
- Experience of maintaining confidentiality and appropriate relationships, and a clear understanding of the importance of professional boundaries.
- Able to work to the Ethos and Values of YMCA Doncaster.
- A flexible attitude to working hours.
- Able to represent the Association positively, professionally and with credibility.
- Reliability, loyalty and integrity.



Main Terms and Conditions of Employment – Night Support Worker

Rate of Pay

£7.79 per hour, paid weekly in arrears. £8.12 following satisfactory Probationary Period.

Hours of Work

You will be working on a rota of six nights on / six nights off.

An average of 35.75 hours per week guaranteed, with overtime available from time to time.

Monday to Friday shifts are 10.45pm to 8.15am. Saturday and Sunday shifts are 8pm to 8am.

Occasional daytime sessions are required for staff meetings and training, and are notified in advance.

Pension Arrangements

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

Paid Leave Entitlement

5.6 average working weeks per year, rising to 6.6 over five years.

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.

The appointment is subject to

- A medical declaration
- A probationary period of six months
- A Disclosure from the Disclosure and Barring Service
- Two satisfactory references, one of which must be from the most recent employer. We expect references to cover the most recent three years' employment history as a minimum.

