

Dear Applicant

## **COMMUNITY AND FUNDING ASSISTANT**

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:  
Lee-Ann Clark  
YMCA Doncaster  
Wood Street  
Doncaster  
DN1 3LH

By Email:  
[lee-ann.clark@doncasterymca.org.uk](mailto:lee-ann.clark@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 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 [lee-ann.clark@doncasterymca.org.uk](mailto:lee-ann.clark@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 – COMMUNITY AND FUNDING ASSISTANT**

### **Job Purpose**

To assist with maximising local support and unrestricted income from our community fundraising and business activities, and to provide high levels of service to our customers, clients, supporters and members.

### **Main Responsibilities**

To take responsibility for the opening, closing and ongoing security of relevant work areas including the Community Centre and Charity Shop.

To greet all visitors and callers, establish their needs, resolve queries and / or direct them in accordance with written instructions.

To organise rooms for internal and external use, including moving furniture and equipment safely.

To ensure that reception stationery, publicity materials and other provisions are adequate.

To take responsibility for incoming and outgoing post.

To ensure that income is accurately receipted, counted and prepared for banking.

To contribute to generating new room hire business.

To contribute to publicity campaigns, working to key messaging and ensuring that all material is brand-compliant.

To create website and social media content as required.

To carry out research tasks and reporting.

To provide administrative support for key areas by agreement with the Line Manager, which will include confidential reference and background checking for a range of people.

To cover the supervision of YMCA Doncaster's charity shop, maintaining a clean, safe, welcoming and professional retail environment.

To receive, sort, price and display stock in order to maximise income.

To organise collections of appropriate large donations.

To recruit, select, induct and supervise volunteers as necessary.

To ensure that supporter information and contact details are kept up to date.

To ensure that Health and Safety arrangements and organisational procedures are complied with at all times.

To develop and maintain an excellent understanding of all of the services provided by YMCA Doncaster.

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

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

To work to the policies and procedures of YMCA Doncaster.

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 – COMMUNITY AND FUNDING ASSISTANT

### 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.

- Efficient, accurate and organised administration skills, including the ability to follow procedures without close supervision.
- A sound educational background and recent experience from work, volunteering or personal projects.
- Experience of taking responsibility and able to supervise or instruct others.
- A good commercial mindset and a commitment to maximising additional support and unrestricted income.
- Proficient in the use of Microsoft Excel and Word.
- Comfortable with cash handling and accurate till work.
- Experience of personal or professional use of social media, particularly Facebook and Twitter, and an understanding of its efficient use for business purposes.
- Experience of writing for a range of audiences.
- Ability to communicate clearly, sensitively and professionally in writing, on the telephone and in person with a broad range of people.
- A good eye for visual presentation and design (experience of graphic design and / or photography would be an advantage, but isn't essential).
- An adaptable personal presentation style.
- Able to move furniture and other large items safely.
- Able to carry out monitoring patrols, and to move meeting room provisions, across indoor areas including three floors and two stairways.
- Able to react appropriately in challenging situations.
- Assertiveness and tenacity where necessary.
- Able to represent YMCA Doncaster positively and professionally.



## **Main Terms and Conditions of Employment – COMMUNITY AND FUNDING ASSISTANT**

### **Rate of Pay**

£8.45 per hour. Paid weekly in arrears. Agreed overtime paid at the normal hourly rate.

### **Contracted Period**

To 30<sup>th</sup> September 2018 in the first instance.

### **Hours of Work**

30 hours per week.

Hours of work will be based around varying cover needs in our community centre, charity shop and at occasional community events.

Saturday cover will be a frequent requirement. Other shifts are likely to be between 8.45am and 6.30pm, with some Tuesday evenings to 10pm.

### **Pension Arrangements**

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

### **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.

