

Dear Applicant

PROJECT MANAGEMENT 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

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:
Olivia Burton
YMCA Doncaster
Wood Street
Doncaster
DN1 3LH

By Email:
olivia.burton@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

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.

Applications must be returned as above on or before 10am on Monday 11th March.

We expect to hold practical tests for shortlisted candidates on Monday 18th or Tuesday 19th March, following which we will select candidates for interview on Wednesday 27th or Thursday 28th March. If those dates are unsuitable for you, please indicate alternative availability within your application or covering letter.

Please note that we are only able to contact shortlisted candidates. If you do not hear from us within two weeks of the closing date, 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 – PROJECT MANAGEMENT OFFICER

Job Purpose

To be part of the duty management team and maintain a strong grasp of YMCA Doncaster's work through regular shifts in the charity shop, reception and housing projects.

To adopt a project management approach to delivering specific aspects of our future plans, particularly designing and implementing efficiencies, using digital solutions where possible, and creating sustainable written operating procedures.

Main Responsibilities

To take on allocated HR projects focused on efficiencies and increased effectiveness in the recruitment and induction of staff and volunteers.

To take on allocated IT projects focused on streamlining and modernising processes for staff, members, customers and service users.

To take on allocated engagement projects focused on how the broader public perceive, experience and contribute to the work of YMCA Doncaster.

To take on other allocated projects, generally within the themes of enabling other work, problem solving, research, monitoring, compliance and maximising income generation opportunities.

To keep financial and other records as required.

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 – PROJECT MANAGEMENT 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 or transferrable skills.
- Understanding of how working systematically can drive up efficiency.
- Understanding of basic project management methods and terminology.
- Capable of leading or assisting projects using our chosen methodology.
- Able to develop a strong understanding of the organisation's size, status, culture, mission and decision-making structures.
- Able to thrive in a role combining day to day duties with a range of projects.
- Able to be self-directed, self-supporting and able to answer for personal decisions and progress made.
- Strong attention to detail and high levels of accuracy when inputting data and creating reports.
- Able to use Microsoft Word and Excel to a high standard.
- Comfortable with administrative duties which will include working with financial records.
- 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 colleagues, as well as customers or clients with complex needs and / or challenging behaviours.
- Experience of taking responsibility for unexpected situations and making significant decisions in accordance with policy.
- Able to be assertive and tenacious where necessary.
- 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

£22,000 per annum. Salaries are paid monthly in arrears.

Hours of Work

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.

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 October. 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

