

Application Pack

YMCA

YMCA
DOWNSLINK GROUP



Dear Applicant,

Monday, 19 July 2021

RE: MOBILE CLEANER

CLOSING DATE: 6TH AUGUST 2021

INTERVIEW DATE: 11TH AUGUST 2021

Thank you for your interest in joining the YMCA DownsLink Group.

This job pack contains the following:

- ▶ **Job Profile and Person Specification – to refer to on your application**
- ▶ Principal Terms & Conditions
- ▶ Welcome to Applicants
- ▶ The YMCA Movement, Our Vision, About Us and Our Structure
- ▶ Policy on the Recruitment of Ex-Offenders

To apply, use this job pack and person specification to complete the application form and submit via email to recruitment@ymcadlg.org, preferably as a Word document. Put the job title in the subject bar and ideally save your application as 'your name APPLICATION'. If you would like a form with a dyslexia-friendly font, please get in touch.

If you have not heard from us within 2 weeks of the closing date, please assume that your application was not successful on this occasion.

YMCA DownsLink Group welcomes applications from all sections of the community. We value diversity and promote inclusion, which we demonstrate through our activities, as well as in our policies and working practices. Reinforced by our culture and values, we seek to create an inspiring and inclusive place to work.

YMCA DownsLink Group requires all staff and volunteers to be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Successful applicants are required to undertake a full enhanced disclosure via the Disclosure and Barring Service (DBS).

We look forward to receiving your application.

Yours faithfully,



Charley Lockie
Recruitment and HR Administration Manager

Job Profile **Cleaner Transitional Housing**

Reporting to Senior Project Worker

Service Area CAPS

Job Purpose

To contribute to the provision of high quality, safe, welcoming and secure supported housing and for single young people. To provide responsive cleaning responsibilities at properties managed by YMCA DLG throughout West Sussex.

Organisational Purpose

Our vision is of an inclusive Christian movement transforming communities so that all young people can belong, contribute and thrive. In supported housing this means working in a person-centred way, using a strengths-based, Trauma Informed (TI) approach; we maximise choice and control for young people and we use Restorative Practice to resolve disputes and minimise evictions. From day one of the service, and throughout, we emphasise moving on to independence as the ultimate goal, but we also recognise that the pathway to independence is not linear, and that to be effective our service needs to be flexible and responsive, and allow young people to take managed risks in a safe environment.

Our values are to welcome all, to support and to inspire.

Project

YMCA DownLink Group provides safe accommodation and opportunities for young people who have been made, or are at risk of becoming, homeless. We work across West Sussex and have properties in Crawley, Horsham, Mid Sussex and Worthing.

West Sussex Transitional housing provides safe and secure accommodation for young people from 18-35. We offer a holistic support package, which will be tailored to individual needs, coaching residents in finding work or college. We work with residents to coach them in life and social skills, enabling them to move successfully into independent accommodation and successfully sustain a tenancy.

Mainly properties are three-bedroom houses, all with a lockable bedroom, with residents sharing and taking responsibility for the communal areas. We also have self-contained flats where the residents are responsible for all their utilities; these properties allow us to offer the support and encouragement to sustain a tenancy.

Responsibilities

1. To carry out day-to-day cleaning at sites managed by YMCA DownsLink in your area
2. To perform common household tasks to maintain a clean work-place, including but not limited to sweeping floors and dusting, cleaning walls, toilets and windows, litter-picking and removing rubbish from bins
3. To carry out cleaning of the site and offices
4. To assist with void work and keep within the YMCA's agreed Key Performance Indicators.
5. Continually assess the cleanliness and hygiene of the establishment and identify and address current and potential problems
6. To record and monitor work/jobs on YMCA Facilities Maintenance system (Training will be provided)
7. To prioritise workload according to impact on the service and young people
8. To liaise promptly with the Maintenance Staff and Project Manager when the work falls outside of capability or time constraints
9. To efficiently manage stocks of cleaning equipment and materials and order materials through our designated suppliers ensuring there is a constant supply
10. To adhere to professional boundaries always; and to not enter an occupied room without prior arrangement or another member of staff present
11. To highlight any health and safety concerns resulting from maintenance issues to the respective Manager/Project Team Leader
12. To meet regularly (Every 4 to 6 weeks) with the Project Manager to keep them appraised of work issues
13. To be part of and contribute to the YMCA DownsLink staff team, attending meetings as appropriate
14. To support promote and work in accordance with the YMCA DownsLink Aims and Purposes
15. To work within and actively promote equalities in accordance with YMCA DownsLink Policies and Procedures and abide by the Code Of Conduct
16. To carry out from time to time any other appropriate duties as directed by the Line Manager to support and promote the work of YMCA DownsLink in accordance with the post holders capabilities
17. To attend appropriate continuing professional development and training events and be committed to team events

General

1. To participate in development, training and supervision and utilise Reflective Practice Supervision to encourage Trauma Informed Approach (is RPS something they would be attending)
2. At all times to comply with all YMCA DLG policies and procedures (including Safeguarding Children and Adults, and Equality and Diversity) and abide by the Code of Conduct
3. To carry out any other appropriate duties as directed by the Project Manager and promote the work of YMCA DLG in accordance with the post holder's capabilities

Nature and Scope

1. To manage their time and workload effectively, prioritising tasks
2. In liaison with the Project Manager and/or the Senior Worker decide on the instruction of contractors and oversee the standard of work that will be expected
3. To understand and adhere to the COSHH and other H&S regulations
4. To refer to project managers over the entry and access to void rooms and the changing requirements of cleaning needs in the project
5. To uphold and carry out the duties with due regard to the ethos and values of YMCA DLG including our commitment to equality and diversity, and the nature of our activities. As well as fostering a commitment to improving the lives of vulnerable people
6. To maintain expert professional knowledge and demonstrate ways of putting this into practice in the workplace

Person Specification

Experience

1. Proven ability to provide a good quality cleaning service
2. Experience of cleaning in a community setting
3. Experience of keeping records
4. Previous work with vulnerable young people is advantageous
5. Familiarity with Health and Safety in the workplace

Skills & Abilities

6. Flexibility and ability to adapt work schedule to meet the needs of urgent work, whilst ensuring lower priority work is kept up to date
7. Good organisation skills in order to prioritise workload
8. Good communication skills both verbal and interpersonal
9. Ability to deal with sometimes challenging behavioural situations
10. Enthusiasm and genuine desire to help support the vulnerable people we work with
11. Computer Literate to a basic level (Word, Outlook)
12. Ability to act on own initiative, dealing with unexpected problems that arise
13. To manage time effectively to ensure that tasks are completed

Qualifications & Training *equivalent experience considered, and training provided*

14. Manual handling Training
15. Handling bodily fluids Training
16. Boundaries Training
17. First Aid Training

Knowledge

18. Understanding of the issues faced by vulnerable young people and adults and the impact this has on behaviour

General

19. A commitment to the Aims and Purposes of YMCA DLG
20. A non-judgmental attitude

21. Understanding of the issues faced by vulnerable young people and the impact this has on behaviour

Employee Declaration

I confirm that I have read, understood, and agree to the expectations outlined in the profile

Name: Date: Signed:

Principal Terms & Conditions

1. Salary

£17,585 per annum (£4,396 actual)

2. Benefits

- ▶ Health Shield Cash Plan: covers the cost (to an agreed limit) of health and well-being treatments
- ▶ Induction and supportive appraisal programmes
- ▶ Life assurance policy: 2x annual salary
- ▶ Company sick pay - up to 5 days in first 6 months, up to 10 days in first year, and up to 20 days after 1 years' service (pro-rata for part time staff)
- ▶ Training and professional development opportunities
- ▶ Competitive stakeholder pension with Legal and General

3. Holiday entitlement

27 working days (rising to 29 after 5 years' service) plus all public holidays (pro-rata for part time staff).

4. Contract Type

This is a permanent post

5. Working hours

Normal hours of work are 9.25 hours per week.

6. Working Pattern/Example Rota

Typical working days are: TBC

7. Location

Your normal place of work will be either Crawley, Horsham, Mid Sussex or Worthing

8. Probation

There is a six-month probationary period.



Welcome to Applicants from the CEO

Thank you for your interest in this role and I hope you find this pack and our website www.ymcadlg.org answer your questions. You probably will have heard of YMCA, the largest and oldest youth charity in the world, but you may not have heard about *us*. YMCA DownsLink Group is a grouping of local YMCAs across Sussex and Surrey, who over the past seven years have taken the decision to work more formally together to increase the capacity and impact of YMCA work in the region. Our last merger was in June 2018 when we welcomed Eastbourne & Wealden YMCA into the organisation. We took our name from a well-known bridle path that connects the South and North Downs called the Downs Link Way, following the merger of Sussex Central YMCA and Guildford YMCA in 2014. So, while we have a long heritage, we are a young and ambitious organisation. This creates opportunities that I hope you will relish.

We believe that the work of the YMCA is transformational, and our vision is built on transforming young lives. At YMCA DownsLink Group our work is targeted towards young lives on the fringes of our society with the aim of helping them to *belong, contribute & thrive*. Our services are focused on five key themes:

- ▶ *Helping young people belong in the local communities they live in*
- ▶ *Supporting wellbeing in young lives*
- ▶ *Keeping children & young people safe*
- ▶ *Helping young people achieve*
- ▶ *Empowering young people to influence*

Last year our services reached over 13,000 young lives across Sussex & Surrey. We are an ambitious organisation committed to further increasing our reach and the impact of our work.

I hope that you are sufficiently interested to read on and find out more about YMCA DownsLink Group and this role. I look forward to receiving your application and wish you well.

I welcome your interest.

Chas Walker

Chas Walker
CEO, YMCA DownsLink Group

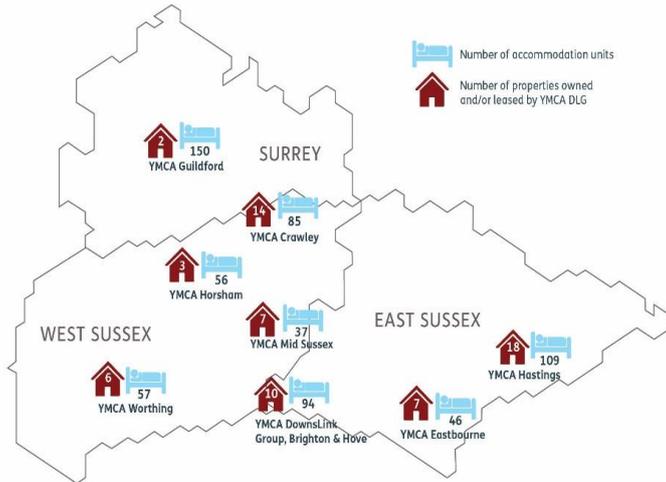


YMCA DOWNSLINK GROUP

Our Localities

Our Projects

Our



YMCA SAFE SPACE

Support and first aid for people intoxicated, distressed or injured during a night out



YMCA WISE PROJECT

Supporting children and young people to stay safe in their relationships



YMCA ENGAGE

Providing meaningful activity for older adults whilst training young people in a care specific coaching environment



YMCA RIGHT HERE

Young people promoting health and wellbeing through education, campaigning and influencing



YMCA YAC

Advice and support for young people aged 13-25



YMCA CHAPLAINCY

Providing a non-judgemental space to discuss, explore, listen and support



YMCA EDUCATION & TRAINING

Enabling young people to achieve their full potential



YMCA POSITIVE PLACEMENTS

Supporting young people in their journey towards education, employment or training



YMCA CAFÉ

A great place to eat, relax and meet up with friends



YMCA DIALOGUE

Counselling and therapeutic support for children, young people and families



YMCA SOCIAL ENTERPRISE SERVICES

Grounds maintenance, landscape gardening, painting & decorating and handyman

YMCA DOWNSLINK GROUP

The YMCA Movement

YMCA

The YMCA is the largest and oldest youth charity in the world. It is a global, faith-based movement responding to the needs of young people around the world. From its humble beginnings in the City of London in 1844, the YMCA has grown to become a worldwide organisation reaching over 55 million members in 119 countries. As the founding 'country', YMCA England & Wales plays an important role in the worldwide movement and as a local YMCA we are committed to be an active member of the YMCA movement nationally and internationally. **Find out more about the YMCA DownsLink Group at www.ymcadlg.org**

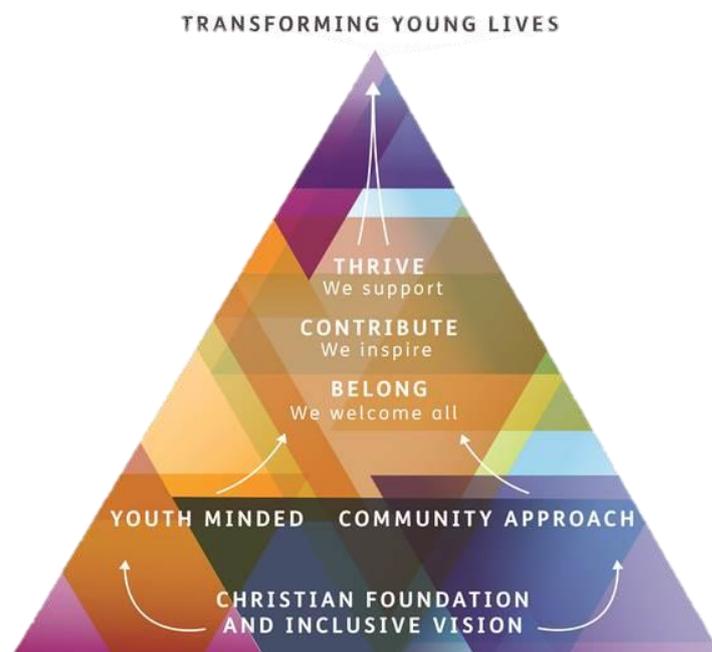
YMCA England & Wales

The YMCA Movement in England and Wales is a federation of over 112 YMCAs that work across 740 recognised communities in England & Wales. Each YMCA is an independent, self-governing charity that affiliates to the YMCA Federation. [YMCA England & Wales](http://www.ymcadlg.org) supports and facilitates the work of the Federation providing the YMCA with a national voice in supporting the YMCA vision of *transforming communities, so all young people can belong, contribute & thrive*. It also supports YMCAs by promoting high standards of working, sharing best practice, fundraising on their behalf, partnering with them to pilot new projects, and providing training opportunities for their staff and volunteers.

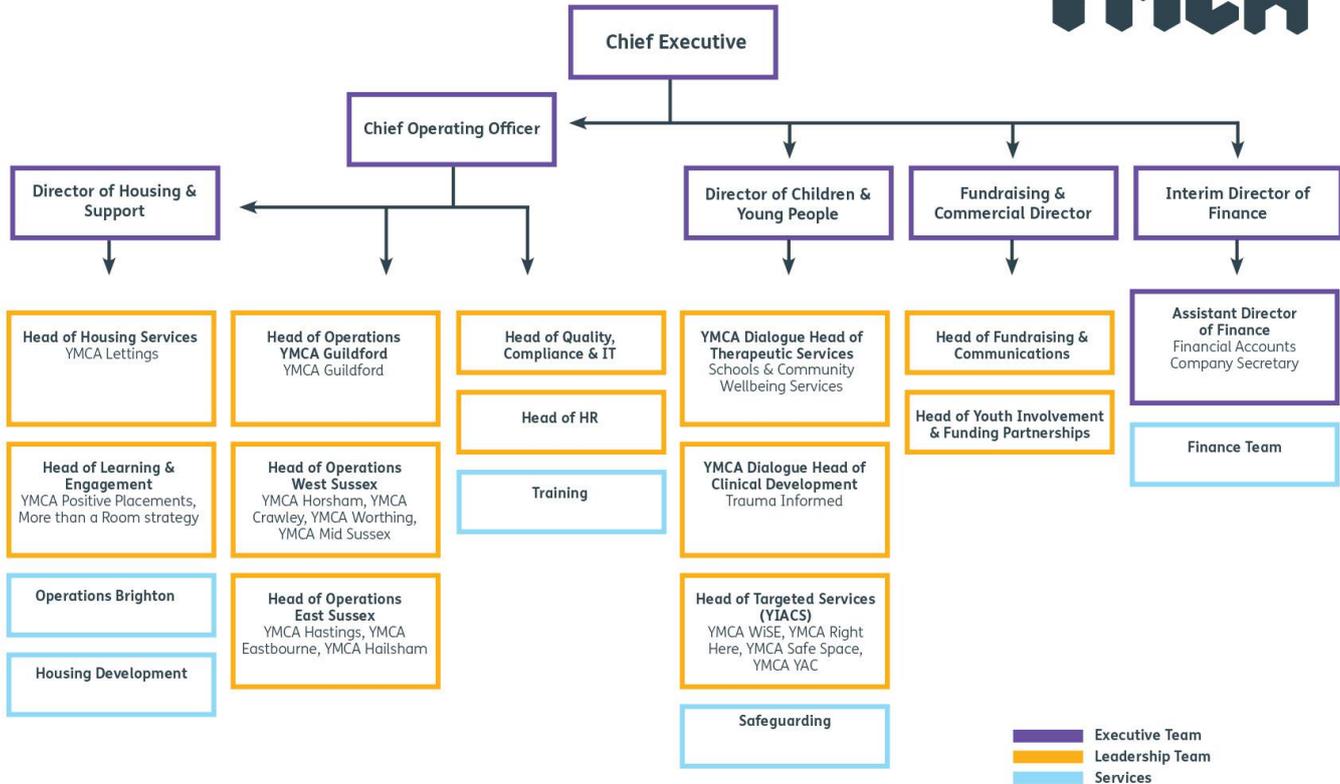
Our Vision

Our vision is of an inclusive Christian movement transforming communities so that all young people can belong, contribute and thrive.

You will need to demonstrate a commitment to our aims and ethos, but **do not** have to be a practicing Christian to be part of our organisation. We value diversity in our staff team to reflect the people that we work with and our aim to be inclusive and celebrating diversity.



YMCA DOWNSLINK GROUP



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Policy on the Recruitment of Ex-Offenders

YMCA DownsLink Group actively promotes equality of opportunity for all, with the right mix of talent, skills and potential, and applications are welcome from a wide range of candidates.

We undertake not to discriminate unfairly against any applicant on the basis of a criminal record or other information revealed. Criminal records and other information will be taken into account for recruitment purposes only when they are relevant.

We select all candidates for interview based on their skills, qualifications and experience. We ask all applicants called for interview to provide details of their criminal record. Depending on the nature of the position applied for, YMCA DownsLink Group may request details of your entire criminal record or only of 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We request that this information is sent under separate, confidential cover to a designated person within YMCA DownsLink Group and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. We would point out that for the successful candidate, this information will be verified by requesting a Disclosure statement from the Disclosure and Barring Service before the appointment is confirmed.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or subsequent dismissal.

We ensure that all those in YMCA DownsLink Group who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

For those positions where a Disclosure is required, application forms and guidance notes will contain a statement that a Disclosure will be requested in the event of the candidate being made a conditional offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with YMCA DownsLink Group. This will depend on the nature of the position and the circumstances and background of any offences. However, as the nature of the YMCA DownsLink Group's work brings its employees & volunteers into contact with young people (those under 18 years old) and/or vulnerable adults, a criminal record or other information which makes an application unacceptable for a position of trust will render the applicant unsuitable.

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, this policy complies with the DBS Code of Practice.

Declaration of Criminal Background & Guidelines for Working with Young People and/or Vulnerable Adults

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 (Exceptions Order) gives some exemptions from the Act, whereby details of 'spent' convictions have to be declared. One of these exemptions is working with young people and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and unspent.

If you are invited to an interview, please bring with you a completed Declaration of Criminal Background Form which is enclosed in this application pack. It asks for details of spent and unspent convictions, cautions, reprimands and final warnings. You should complete the form and place it in an envelope marked 'Private and Confidential', addressed to the Interview Panel. Your name should be clearly stated on the front.

The information relating to criminal convictions will only be seen by the interview panel if we are considering offering you employment. If you wish to discuss the information that you have given, please mention this to an interviewer. Having made its selection, the panel may wish to discuss any information given with you. Having a conviction will not necessarily bar you from consideration for the post. Criminal records will be taken into account only when they are relevant to the position for which you are applying. The information you provide will remain confidential.

If you are made a conditional offer YMCA DownsLink Group will apply for an Enhanced DBS Disclosure depending on the nature of the job.

The DBS offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. DBS Disclosures are provided by the Disclosure and Barring Service, an executive agency of the Home Office. Enhanced disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for this type of work. Organisations using the DBS process must comply with the Code of Practice, a copy of which is available on request.

If you have any queries, please speak to a member of the HR team.