



Bradford YMCA

Caretaker  
Part Time – 24-30 hours per week

Application Pack

**Return date: Monday 7<sup>th</sup> January 2019**

## Contents

A Welcome note to applicant .....	3
Bradford YMCA's Vision & Mission Statements .....	4
Job Description .....	5-7
Person Specification .....	8-9
Terms & Conditions .....	10-11
Selection and Interview Arrangements .....	12
How to Apply .....	13

## A WELCOME TO APPLICANTS

Thank you for your interest in working for the YMCA. If you are an internal applicant you will already be familiar with the distinctive nature of the YMCA and its work. External applicants may not be aware that YMCAs are Christian charities belonging to a national and international Movement. The YMCA offers opportunities to young people and their communities to develop in mind, body and spirit and so help to fulfil their potential. It aims to reflect this holistic approach in the way it recognises the value of each individual staff member and enables them to make their unique contribution to the organisation's mission.

In England, the YMCA comprises some 160 different Associations found in most cities and towns, each of which operates as a separately registered charity. These YMCAs are often working with people at times of greatest need. Worldwide, the Movement has over 30 million members in some 125 countries. The evolution of each YMCA is influenced by local factors. But generally YMCAs aim to:

- Facilitate personal, social and spiritual development – through life and job skills training and a wide range of other opportunities for personal growth and challenge.
- Build relationships and provide programmes that support young people's transition to adulthood.
- Develop communities through the provision of supported housing, community activities and sport, exercise and fitness programmes for all ages.
- Share ideas and resources across the world as part of an international YMCA network.

The YMCA values diversity and welcomes applications from across all of the community. Diversity is reflected strongly among those who participate in YMCA activities and use its facilities. Our housing residents, for instance, come from many nations and backgrounds; the YMCA provides accommodation and training facilities for both men and women; our health and fitness suites have been successful in offering customised programmes for people with disabilities; and the range of activities involves people of all ages. We are also committed to ensuring that diversity is reflected strongly within our Board of Management, volunteer and employee structures. This includes a commitment to keep our practices under review, leading to action where necessary, in order to attract new people from all sections of the community.

Inclusiveness is fundamental to the ethos of the YMCA as a Christian organisation. It is expressed in a wholehearted commitment to welcome people of other faiths and those of none, linked to a confident identity as a Christian faith-based Movement. In order to promote the Christian ethos of the YMCA it is important that certain posts are filled by committed Christians. If the advertisement/job details for the position for which you are applying states that you are required to have a personal commitment to the Christian faith, the information you supply in the 'Religious Beliefs' section of your application will be taken into account in the selection process. If this is not the case, whilst you will be expected to respect the Christian ethos of the YMCA and uphold its values in your work, you are not required to complete the 'Religious Beliefs' section. The values to be upheld include: being inclusive and welcoming to people of all religious faiths and none; promoting respect and freedom for all; working for tolerance and understanding; having an active care and concern for the community; and affirming the equal value of each person when caring for and working with others.

Thank you again for your interest in working for the YMCA. We look forward to receiving your application.



## **Bradford YMCA Mission, Values and Ethos**

### **Our Mission**

The City of Bradford YMCA is:

- Part of a worldwide inclusive Christian Movement
- Working with people of other religious faiths and those of none
- To transform communities so that all young people truly belong, contribute and thrive

### **Our Values & Ethos**

The City of Bradford YMCA is part of a worldwide Christian Movement and our guiding values are:

- Valuing each person, and especially young people, with respect and understanding
- Being inclusive and welcoming to all people of all religious faiths and none irrespective of sex, marital status, race, colour, nationality, ethnic origin, disability, age or sexual orientation
- Working for tolerance and understanding
- Demonstrating openness, fairness, integrity and accountability
- Committed to learning from experience
- Being flexible and open to change

## **JOB DESCRIPTION**

<b>Job Title:</b>	Caretaker
<b>Department/Unit:</b>	Bradford YMCA
<b>Responsible to:</b>	Reception Lead

---

### **Organisation Context:**

The Association is a Christian Charity providing education, training and environmental activities to supporting young people and their families, Bradford YMCA encourages, supports and challenges young people to achieve their full potential.

### **Job Purpose:**

To provide caretaking and maintenance duties to ensure the effective, efficient and safe operation of the Culture Fusion premises. To work alongside the Front of House Team to deliver excellent customer service to tenants and customers.

---

### **Duties and Responsibilities**

1. To provide a Key Holder service including opening and locking up of the building as necessary ensuring that opening and locking up procedures are followed to maintain site security.
2. To be an emergency contact for building issues e.g. intruder alarm activations and attending site when necessary.
3. Carry out necessary procedures in the event of fire, flood, breaking & entering, accident or major damage.
4. To plan and carry out reactive and preventative maintenance work, e.g. painting and decorating, replacing lights, taps, washers etc. as required.
5. To carry out PAT Testing of electrical equipment.
6. To be responsible for all tools and equipment ensuring that it is maintained in a safe and useable condition.
7. To provide monitoring information and reports on maintenance activities.
8. Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies.
9. Establish and implement emergency building procedures as necessary.
10. Support and deliver health and safety building inductions.
11. Maintain Health and Safety compliance of the building and activities undertaken on the premises. Working within COSHH guidelines and putting together risk assessments when required.

12. To carry out agreed regular checks inspections of the premises recording these accordingly to ensure Health and Safety compliance of the building.
13. Maintain building stores and an inventory of facilities equipment ensuring effective replenishment of stocks e.g. lightbulbs, toilet rolls.
14. Transfer goods and materials delivered to the building to appropriate locations around the site.
15. Regularly set out and clear away furniture, equipment and other items when required in connection with room bookings and events.
16. Maintain refuse and recycling facilities to ensure they are clean, accessible and in good order.
17. Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris clearance, refuse bin compounds.
18. Carry out emergency cleaning as required e.g. cleaning of bodily fluids and other cleans which present a risk to health and safety.
19. Monitor both permit and disabled parking facilities to ensure an appropriate badge is displayed.
20. To ensure all required records of maintenance, repairs and Health & Safety, Fire and Security are maintained and fit for purpose.
21. To provide support for YMCA/Culture Fusion events including providing assistance the setting up of rooms and facilities.
22. Fully commit and work in accordance with all YMCA Policies and procedures, in particular Code of Conduct, Equal Opportunities and Diversity, Culture Fusion Partnership Pledge, PACT And Bullying, Health and Safety, Data Protection and Safeguarding.

### **Special Requirements and Environmental Factors**

1. To have a flexible approach and be willing to carry out further functions and roles as required by the management team.
2. To evidence an understanding of the needs of confidentiality
3. To actively promote equality and diversity
4. To work within the ethos of the Bradford YMCA

**Health & Safety**

As a member of staff you are responsible for the safety and welfare of all staff and you must therefore have knowledge of the Company's Health & Safety Policy and relevant instructions to your area of work. Any matter which you consider requires attention in this respect is your responsibility to report following the correct procedures, or to the Health and Safety Manager. Copies of the current Health & Safety Policy and Safety Procedures are available in the Centre.

**NB.** The above job description is not an exhaustive list of duties. The postholder will be expected to perform various tasks as necessitated by the evolution of the role within the organisation and growth of the overall Bradford YMCA strategy and business goals. The main duties of the post may be reviewed with regards to experience and developments within the organisation; any review will be undertaken in conjunction with the post holder

I have received and understood this job description.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Manager's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CARETAKER - PERSON SPECIFICATION

**Assessment Methods:**

A – Application, I – Interview, R – References/Checks, X – Interview Presentation/Exercise

Personal Attributes	Essential (E) or Desirable (D)	Method of Assessment
<b>Experience &amp; Knowledge</b>		
1. Experience of cleaning/Caretaking duties.	E	A
2. Knowledge of the basic principles of site management.	E	A,I
3. Understand the importance of Health & Safety.	E	A,I
4. Experience of key holding responsibilities.	E	A
4. Experience of working in the private and/or the voluntary sector.	D	A
5. Experience and understanding of how to repair broken or damaged equipment or resources.	D	A,I
6. Experience of writing risk assessments and working within COSHH guidelines	D	A
7. Experience of working at heights	D	A
<b>Qualifications</b>		
6. 5 GCSE's grade C or above (or equivalent).	E	A
<b>Circumstances – Personal</b>		
7. Prepared to work flexible hours including some evenings and weekends.	E	A
8. No contra-indication to working with young people.	E	R
9. Holder of a current clean driving licence.	D	A
<b>Disposition, Adjustment &amp; Attitude</b>		
10. Commitment to the Aims and Purposes of the YMCA.	E	I
11. Relates easily to people.	E	I
12. Ability to communicate at all levels.	E	I
13. Able to demonstrate a creative enterprising approach.	D	I
<b>Practical Intellectual Skills</b>		
14. Ability to use practical skills to maintain and improve the site.	E	A,I
15. Ability to work alone, as well as part of a team.	E	A,I
16. Ability to deal with emergencies in a calm, collected manner.	E	A,I

17. Communicate to a good standard (both orally and written)	E	A,I
18. Ability to monitor stock levels and expenditure.	E	A,I
<b>Equality</b>		
20. Must be able to indicate and acceptance of a commitment to the principles underlying the YMCA's Equal Rights policies and practices and any other partner agencies	E	A,I

## TERMS & CONDITIONS

**SALARY: £8.00 per hour**

### **HOURS OF WORK:**

A part-time working week of between 24-30 hours (Flexible working pattern) This 24-30 hour per week post will involve evening and weekend work. A time off in lieu (T.O.I. L) system is in operation and must be agreed with your line manager.

### **PAID LEAVE ENTITLEMENT:**

4 weeks (pro rata) paid leave is allowed. 1 extra day's holiday will be awarded for completing 2,4,6,8 and 10 years service up to a maximum of 30 days. Additional paid leave is granted for statutory Bank Holidays as specified in the Contract of Employment.

### **SICK PAY:**

Absence due to genuine sickness is payable in accordance with the Association's arrangements; any payments made as a YMCA sick pay will include any element of SSP. The maximum number of weeks of YMCA sick pay in any year is 2 weeks full pay in any rolling 12 month period, after one year's completed service. A pro-rata entitlement of one week's full pay will be paid for every completed 3 months of service, in the first year of employment. Part-time employees' sick pay in on a pro-rata basis to that of a full-time employee.

### **DBS Checks:**

If the post requires a DBS check as a requirement of the role – the post will be offered subject to satisfactory DBS clearance

### **TRAVEL:**

A travel allowance of 45pence per mile is payable, where travel between sites is specified as a requirement in the role.

### **PENSION:**

To comply with the new law regarding Pension Automatic Enrolment, depending on your circumstances, you will be automatically enrolled into our qualifying pension scheme, provided by NEST Pensions.

You will be able to opt-out of the scheme if you wish, but if you remain a member you will be saving towards your retirement. If you do not meet the criteria to be automatically enrolled, you will have the option to join the scheme if you wish. Further information on the pension scheme can be obtained by contacting the HR Department.

### **NOTICE**

As per contract of employment

### **CONDITIONS:**

The post is subject to a probationary period of 3 months.

### **DISCIPLINARY & GRIEVANCE:**

The Association's standard disciplinary and grievance procedures apply to this post.

**TRAINING:**

The Association is committed to the training of all employees as and when necessary.

**EQUALITY & DIVERSITY**

The post holder must be aware of equality and diversity principles and comply with the Bradford YMCA's equality and diversity procedures.

**HEALTH & SAFETY**

All staff are responsible for the implementation of the health and safety procedures so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of health and safety arrangements relating to their work to ensure appropriate improvements are made when necessary.



## **Bradford YMCA**

### **Selection & Interview Arrangements**

**Interview Panel:** Leanne Ashworth, Senior Manager, Bradford YMCA

**Closing Date:** **Friday 21<sup>st</sup> December 2018**

**Short listing:** To be confirmed

**Notification of shortlist  
(Successful candidates only):** To be confirmed

**Interview Date and Process:** To be confirmed

**Panel Decision and  
Notification:** To be confirmed



## **How to Apply**

To request an application pack please email [bradfordrecruitment@fyldecoastymca.org](mailto:bradfordrecruitment@fyldecoastymca.org)

Completed application forms should be submitted by email with supporting statements securely attached to:- [bradfordrecruitment@fyldecoastymca.org](mailto:bradfordrecruitment@fyldecoastymca.org)

The closing date for this role is **Friday 21<sup>st</sup> December 2018 by 9:00am**; please note any applications received after this date and time will not be considered.

All referee requests will be treated with the strictest confidence and no referee will be approached without obtaining your prior consent. You are also invited to complete and return the Equal Opportunities Form for monitoring purposes.

The Equal Opportunities Form allows Bradford YMCA to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission, that we as an employer should monitor the selection process to ensure equality of opportunity is being offered and being achieved. This form will not form part of your application and will be treated as confidential

Thank you for your time and we look forward to receiving your application.