YMCA Ryedale

Chief Officer

Application Pack

Return Date: Monday 23rd October 2023 @ 17.00hrs

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**A WELCOME TO APPLICANTS**

Thank you for your interest in working for YMCA Ryedale.

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.

YMCA Ryedale is a housing project based in the market town of Malton. We provide accommodation and support to young people aged between 16-35 years old.

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

**Ryedale Selection & Interview Arrangements Interview Panel:**

Richard Peters (Chair), Sue Hawes (Vice-Chair) plus one other.

**Job Description:**

**YMCA Ryedale: Chief Officer**

**Organisation:** YMCA Ryedale ,

 73 Riverside View Norton, Malton,

North Yorkshire YO17 9RB

**Responsible to:** Chair of Board of Trustees – YMCA Ryedale

**Salary (FTE 37 Hours):** Pro rata (£38,671 FTE)

**Contracted hours:** 15 hrs to 22.5hrs

(The number of hours is flexible and will be discussed at interview)

**Contract length:** Permanent

This is a strategic role requiring someone to be responsible for YMCA Ryedale. The role requires someone to work between 15 and 22,5 hours (to be agreed), in a flexible way (including home working) to ensure that the project runs smoothly. To assist the Chief Officer there is an operations team who are responsible for the day to day running of the project, lead by the Operations Manager.

**The Chief Officer role is to:**

* Work with the Trustees to ensure that the organisation has an effective long-term strategy in place to enable it to achieve its objectives.
* Support the Trustees to ensure the organisation is governed effectively, fulfilling all legal and regulatory requirements, and operating in line with its mission and values.
* Oversee the delivery of the organisation’s operational plan, through the leadership and performance management of the staff team delivered through the Operations Manager.
* Oversee the management of the finances of the organisation including budget setting, budget monitoring and financial forecasting in partnership with the Treasurer and Finance Officer.
* Communicate effectively with all stakeholders to raise awareness of the strategic goals and values of YMCA Ryedale and maintain working partnerships with key bodies, including YMCA England & Wales and North Yorkshire Council.

YMCA Ryedale is a small charity, as such all staff must be willing to offer flexibility in their approach to their role. Operational staff members have a responsibility to complete their allocated tasks but have an ability to show initiative and act in the best interests of the charity at any time.

All staff will:

* Follow all Health & Safety guidelines
* Offer a flexible approach to their hours of work when necessary to ensure the safety and support of their colleagues, the tenants, and the buildings, e.g., during and after a serious incident
* Always maintain confidentiality and professionalism
* Identify and engage with appropriate training.
* Any other tasks deemed appropriate at the request of the Board
* Communicate effectively with all stakeholders to raise awareness of the work of YMCA Ryedale and a commitment to maintaining working partnerships with key bodies including YMCA England and North Yorkshire Council.

**How to Apply**

To apply for this role, please complete the attached Application Form, which includes the opportunity to provide information on your suitability for the role and experience. We recommend that you read the Person Specification below to ensure that you meet the criteria we are looking for. Please ensure that you demonstrate how you meet the criteria in your application.

**Please submit your application via email to:**

richard.peters@ryedaleymca.org.uk

The closing date for this role is by **17.00hrs on Monday 23rd October 2023**; please note any applications received after this date and time may 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.

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| **YMCA RYEDALE – Person Specification**  |
| **Role: Chief Officer** |
| **Area**  | **Criteria** | **Essential or Desirable**  | **How identified** |
| Attitudes | A passion for supporting young people to improve their situation and wellbeing | E | A and I |
|  | Resilience, positivity, proactive approach – must have a can-do attitude  | E | A and I |
| Qualifications | Qualification in a relevant discipline such as social work, youth work, housing, mental health, education  | D  | A |
|  | Commitment to continuing professional development and a willingness to undertake further training as required. | E | A |
|  | An ability and willingness to travel as required. | E | A |
| Experience / Knowledge  | Proven experience of working in a leadership role with decision making responsibility | E | A and I  |
|  | Experience of working in a relevant setting such as housing, youth work, social work, mental health or education  | E | A and I |
|  | Experience or understanding of working with trusts, foundations, contracts, commissioning and community-based fundraising  | D | A and I  |
|  | Experience of leading financial and strategic planning as well as budget management and financial management procedures  | D | A and I  |
|  | Experience of maintaining excellent relationships with all stakeholders to benefit an organisation  | E | A and I |
|  | Experience of demonstrating organisational success including identification of outcomes and impact  | E | A and I |
|  | An understanding of the environment in which the voluntary sector operates. | E | A and I |
|  | Knowledge and experience of the reporting requirements and regulations for a charity and regulated organisation.  | D | A and I |
|  | Experience of working with a Board and of developing and maintaining robust governance arrangements  | D | A and I  |
|  | Experience of working within a regulatory environment or within quality frameworks  | D | A and I  |
|  | Understand the barriers and needs faced by young people. | E | A and I  |
| Skills  | A successful track record of leading a project, organisation, or team.  | D | A, I and E  |
|  | Ability to motivate staff and to lead change effectively  | E | A, I and E |
|  | Ability to manage own workload, prioritising, recording, and monitoring effectively | E | A, I and E |
|  | Excellent business development and relationship buildings skills  | E | A, I and E |
|  | Excellent communication, negotiation and reflective practice skills to drive continuous improvement  | E  | A, I and E |
|  | A commitment to equality of opportunity and diversity alongside YMCA Ryedale’s values. | E | A and I |
| Other  | Ability to undertake work outside of office hours as required  | E | A and I |

The Equal Opportunities Form allows YMCA Ryedale 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

**ADDITIONAL INFORMATION - DECLARATION OF CRIMINAL BACKGROUND INFORMATION**

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 children, 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 interview you will be required to complete and bring with you a ‘Declaration of Criminal Background Information’ form. This form will be sent to you with the interview invitation and will require you to give details of any unspent convictions.

**If the post for which you are applying involves working with children, young people\* and/or vulnerable adults, you will ALSO be required to give all details of any criminal record including ‘spent’ and ‘unspent’ convictions. Your application pack includes ‘Additional Guidelines for Applicants for Positions which involve Working with Children, Young People\* and/or Vulnerable Adults’.**

The information provided will only be seen by the interview panel if we are considering offering you employment. Declaration of a conviction will not necessarily mean disqualification from appointment. Criminal records will be taken into account only when they are relevant to the post for which you are applying.

IF YOU ARE INTERESTED IN APPLYING PLEASE RETURN YOUR APPLICATION FORM AND MONITORING FORM

• by the closing date shown in the advertisement or in the accompanying letter

• to the address / email as stated in the accompanying letter.

Following shortlisting you will be notified of the outcome of your application.

**IF YOU ARE SHORTLISTED YOU WILL BE INVITED FOR INTERVIEW** You should bring with you a completed ‘Declaration of Criminal Background Information’ form.

**If the post for which you are applying involves working with children, young people\* and/or vulnerable adults, your application pack includes ‘Additional Guidelines for Applicants for Positions which involve Working with Children, Young People\* and/or Vulnerable Adults’. Please follow the instructions in these guidelines.**

**IF YOU ARE MADE AN OFFER OF EMPLOYMENT WITH YMCA Ryedale** you will be required to

• consent to references being taken up

• complete a medical questionnaire and if necessary undergo a medical examination • demonstrate, by producing approved documentation, that you are entitled to work in the UK.

This is because, as an employer, we will be committing a criminal offence if we employ a person who is not entitled to work in the UK. We will advise you on which documents are approved documentation.

**If the post for which you are applying involves working with children, young people\* and/or vulnerable adults, you will be required to apply for a higher level Disclosure. Please refer to the ‘Additional Guidelines for Applicants for Positions which involve Working with Children, Young People\* and/or Vulnerable Adults included in this application pack. \*young people are those under 18 years of age**

**YMCA RYEDALE POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates.

The YMCA undertakes 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, the YMCA 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 the YMCA 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 (DBS) 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 the YMCA 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 a 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 guide 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 us. This will depend on the nature of the position and the circumstances and background of any offences. However, we should make it clear that as the nature of the YMCA’s work brings its workers into contact with children, young people\*\* and/or vulnerable adults a criminal record or other information which makes the application unacceptable for a position of trust will render the applicant unsuitable.

As an organisation using the Disclosure and Barring Service [DBS] to assess applicants’ suitability for positions of trust, this policy complies with the CRB Code of Practice.

\* Applicants for certain positions who are made a conditional offer of employment will be subject to a criminal record check – known as Disclosure - from the Disclosure and Barring Service (DBA) before the appointment is confirmed This will include details of cautions, reprimands or final warnings, as well as convictions.\*\* young people are those under 18 years of age

**ADDITIONAL GUIDELINES FOR APPLICANTS FOR POSITIONS WHICH INVOLVE WORKING WITH CHILDREN, YOUNG PEOPLE\* AND/OR VULNERABLE ADULTS**

The post for which you are applying will bring you into direct contact with children, young people\* and/or vulnerable adults. During our recruitment procedure we take steps to assess an applicant’s suitability for such a position of trust. It is important that you understand the nature of the checks that we will make and when we will make them.

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 children, 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 we ask you to come for an interview please bring the following with you

• a completed Declaration of Criminal Background Form this form will be enclosed with the letter inviting you to interview. 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.

• proof of identity we require one form of photographic identification [e.g. a passport or new form of driving license] and two addressed items such as a recent utility bill, recent bank statement, current Council Tax bill. If this is a problem please contact us.

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. Our policy on the recruitment of ex offenders is given overleaf.

If you are made a conditional offer you must apply for a higher level Disclosure statement from the Disclosure service.

We will tell you how to go about this. The Disclosure service 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. Disclosure statements are provided by the Disclosure and Barring Service (DBS), an executive agency of the Home Office. Higher level disclosure statements 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 Disclosure system must comply with a Code of Practice, a copy of which is available on request. If you require further information about Disclosure you can visit the website www.disclosure.gov.uk \*young people are those under 18 years of age

**DECLARATION OF CRIMINAL BACKGROUND INFORMATION**

Please complete this form if you are attending for interview. It should be placed in an envelope marked Private and Confidential, addressed to the Interview Panel with your name clearly stated on the front and brought to the interview. Please read the guidelines for Application for Employment before completing this form.

The information you provide will remain confidential

Name ……………………………………………………………………..………………………....

Post applied for …………………………………………………………………..…………..…….

Please give details, including date, offence and, where appropriate, sentence of any unspent criminal convictions below.

If none, please write ‘NONE’.

Signed ……………………………………………………………… Date ……………………….

If you wish to discuss the information you have given above at your interview, please ensure that you mention this to the interviewer.