**Assistant Manager**

**£28,659 (£29,376 following the successful conclusion of the probationary period) – Full time plus On Call Duties**

**Hours of Work**

The basis is a working week consisting of not less than 40 hours plus On Call duties.

Work will be on site and across the whole 24/7 rota, depending on where cover is needed.

For the first two to three months, the majority of your time is likely to be spent on hostel cover shifts to give you a strong practical understanding of our core work.

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.

**Job Purpose**

To assist in co-ordination, administration and frontline delivery at YMCA Doncaster, covering gaps where they occur due to vacancies, absence or when piloting new work.

**Main Responsibilities**

* To cover frontline duties, including accommodation, community and activities settings as needed, attending reliably and on time in order to ensure continuous cover.
* To act as a Duty Manager, including dealing with any staffing or other issues arising during periods of duty in accordance with set procedures.
* To provide an out-of-hours On Call service on a rota basis 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 take on appropriate administrative, leadership, reviewing or project duties including during periods of illness, leave and vacancies.
* To be accountable for delegated responsibilities appropriate to your experience, which are likely to include working with children and young people in individual or group settings, fundraising and communications work.
* To keep financial and other records as required.
* To contribute to the selection and induction of new staff and volunteers.
* To oversee minor and / or occasional staffing issues as required, and to take responsibility for particular staff and volunteers over longer periods.
* To contribute positively to relationships with other organisations.
* To take an active approach to the role and to be able to work on own initiative within set procedures.
* To develop and maintain appropriately professional relationships with members, users and with other staff, and to maintain confidentiality at all times.
* Other reasonable duties as required from time to time by the Line Manager.

**Person Specification – Please ensure that your application clearly demonstrates how you meet each of the criteria below.**

* Able to attend shifts reliably and on time in order to ensure continuous cover.
* Able to demonstrate resilience and adaptability across roles, responsibilities and work patterns needing cover in immediate or long term situations, showing a positive ‘can do’ attitude and setting the tone for other staff during times of particular pressure.
* A personable, engaging manner across a range of situations with children, young people, businesses and the broader community at various levels.
* A commitment to the wellbeing and development of young people, including those with a range of personal and social vulnerabilities.
* Experience of taking responsibility for people, resources or buildings.
* Able to demonstrate sufficient presence, confidence and professionalism for undertaking a management role.
* Able to cover On Call duty, to remain within receiving range of the mobile phone at all times, and to be on site within two hours in the event of an emergency situation.
* Computer literate, able to use Microsoft Word and Excel to a high standard, and able to use technology in devising and using procedures, gathering information and using a range of online software.
* Excellence in written communication and a strong command of grammar.
* Comfortable working with financial transactions and calculations, and with keeping financial records.
* Able to manage a complex and varied workload effectively and accurately and an ability to prioritise appropriately without supervision.
* Able to carry out monitoring patrols across indoor and outdoor areas including four floors and two stairways, and to deal with any issues arising.
* Able to react appropriately in challenging situations, using set procedures to support decision-making.
* A clear understanding of the importance of confidentiality and appropriate relationships.
* Able to uphold the vision and values of YMCA Doncaster.

**Selection Arrangements**

You can apply at any time – **there is no closing date**.  We shortlist on the 10th and 25th of each month (deadline 11am) but do look at applications earlier when we can.

All applications are scored against our person specification.

Please note that we are only able to contact shortlisted candidates. If you do not hear from us within three weeks, you have unfortunately not been successful on this occasion.

Apply for this role: https://ymcadoncaster.org.uk/assistantmanager/