



YMCA CHESHIRE

WEEKEND DUTY OFFICER (VALLEY BROOK)

Candidate Pack
August 2026



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Welcome

Thank you for your interest in the position of Weekend Duty Officer (Valley Brook) at YMCA Cheshire.

The Weekend Duty role is crucial to the work we do at our accommodation at Valley Brook, working with people who have experienced, or are at risk of experiencing homelessness.

The full job description is on page 6 of this document; you will see it is a varied role. During a single day, a Weekend Duty Officer may take accommodation enquiries, support an individual with their personal budgeting, do a health and safety tour of the building, organise a table tennis tournament and run a cooking session. No two days will be the same!

There is also a person specification on page 8—we are looking for someone who:

- Believes that everyone has potential
- Is an inspiration to others
- Can work creatively, think on their feet and refuse to give up
- Has the highest aspirations for those people with the fewest choices
- Retains a positive attitude in the face of daily challenges

The post holder will report directly to the RSPS Manager.

This is a part time post, working 16 hours per week; shifts are 8 am-4 pm or 2 pm-10 pm on Saturdays and Sundays.

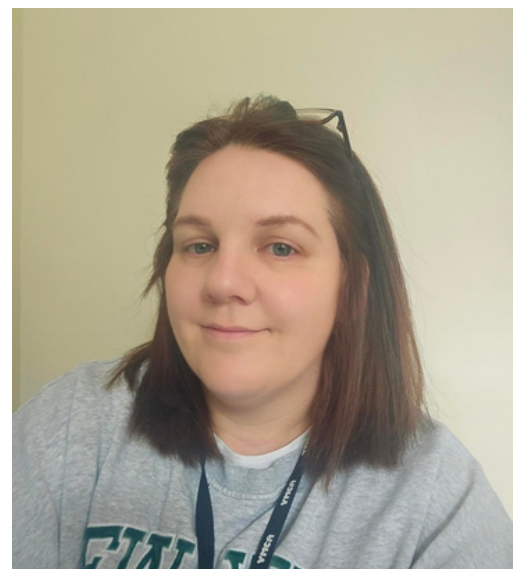
We are passionate and enthusiastic about our work and love an energetic “can do” attitude in staff!

Details about how to apply are at the end of this pack.

If you’d like an informal chat, please call me, Hannah Booth. Otherwise, please have a good read through this document, then fill in the application forms and return these by 5 pm on Thursday, 13 August 2026.

Hannah Booth

Hannah Booth
RSPS Manager
01270 257673



About Us

There has been a YMCA in Crewe since 1909, when an invitation went out in Crewe Chronicle inviting young men to meet some “jolly good fellows”!

Today the YMCA welcomes people of all ages, all genders, all faiths, all races, all back grounds.

We have an asset-based, advantaged-thinking approach to all our work; we focus on strengths and view diversity of thought, culture, experience and traits as positive assets.

We have a number of different services in Crewe.

- We believe everyone should have a **safe place to stay**. Our aim is to provide a wide range of housing options to those who have experienced homelessness, designed to suit their individual needs. We have a variety of accommodation at our projects on Gresty Road and Valley Brook, as well as some flats and houses in the local community.
- We work with **young people** who arrive in the UK unaccompanied and seeking asylum; this team also works with young people who are leaving the care system.
- We have a growing number of services in Crewe for **children and families**, including After School Clubs, Drop Ins for parents and carers and holiday villages.
- We offer **mental health first aid** training to staff and volunteers.
- Our services are supported by our **three social enterprises**, the GLO Café, GLO Hub and GLO Maintenance.



Our Values

We believe that everyone has unique potential and skills to be explored and developed.

We will embed this belief in our work with service users, staff and volunteers.

We believe that a 'can do' approach is critical for facilitating change in people's lives.

We will foster and nurture this attitude in our work with service users, staff and volunteers.

We believe in the Christian basis and mission of the YMCA.

We will seek to exemplify and embed Christian ethos in our organisational practice in all we do.

Our Vision

Better lives and better futures for individuals and communities

- by beginning the end of the homeless experience, one person at a time
- by working with the talents of people making transitions to independence
- by engaging and supporting children and families and staying connected in the places they live

Our Mission

YMCA Cheshire is a Christian charity that responds to local need by creatively investing in the lives of individuals and the community through all our projects, including housing, learning, family support and working with children.

Our Faith

Our faith underpins all our work and motivates us to sustain a Christian mission than is socially active.

Working at YMCA Cheshire

YMCA Cheshire currently has about 112 staff, 30 volunteers and 7 trustees.

We are an organisation that embraces a culture where our Christian based core values are at the heart of all we do.

We are committed to creating a workplace where all employees are given the opportunity to reach their full potential, feel valued and work effectively to achieve our goals.

We aspire to establish a workforce which reflects the diversity of the wider community.

We have a comprehensive health and wellbeing programme to support a healthy mind, body and spirit.

The programme includes:



Full Training
Package



Employee Assistance
Programme



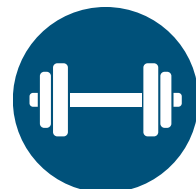
Conference
Opportunities



Cafe with 20%
Discount



Staff Room
Refreshments



Onsite Gym



Flexible Working
Policy



Long Service
Vouchers



Away Days



Staff Meetings to
Share Good News



Group Life
Cover



Health Cash back
plan

Job Description (Page 1)

Job Purpose

YMCA Cheshire provides supported accommodation for people experiencing or at risk of experiencing homelessness. The purpose of this role is to:

- To ensure the health and safety, security of the site and grounds,
- Ensure the wellbeing of all residents present on the site,
- To complete scheduled light maintenance, cleaning, and other tasks.

Main Duties

Duties and responsibilities:

- Maintain a safe and secure environment for residents and staff.
- Conducting regular tours and checks of the building and grounds and resolving any concerns regarding the security, health and safety of the building and its occupants.
- Be constantly vigilant regarding security in the building, including Visitors Policy.
- Respond appropriately to residents presenting in crisis and offering low-level emotional and practical support when required.
- Act as Fire Marshall as per the Duty rota.
- Respond appropriately to any emergencies, incidents, or disturbances, including liaising with emergency services when required.
- Enforce house rules and policies while maintaining a respectful and supportive approach towards residents.
- To undertake specific tasks as directed at handover.
- Work collaboratively with the Housing and Night Duty team, providing a detailed handover at the close of shift.
- To record incidents, events, safeguarding concerns, health and safety and maintenance jobs and relevant information using the IT systems provided.
- Ensure the premises remains clean and tidy by completing housekeeping and maintenance tasks.

Specific cleaning duties

- Clean staff kitchens including degreasing ovens- check trays for grease etc (fire risks)
- Clean staff office space and meeting rooms
- Clean resident games lounge
- Brush/h Hoover and mop corridors and stairwells
- Hoover/brush games lounge carpet
- Empty bins, including offices
- Check and tidy the outside areas e.g., rubbish, cigarette bins

Other Duties & Responsibilities

- Be fully versed with safeguarding to protect each individual from harm in accordance with current safeguarding legislation.
- Ensure equality and diversity is embedded within service delivery
- Work according to the policies and procedures of YMCA Cheshire at all times
- Actively participate in the supervision and training process to develop better services and continuous personal development
- Undertake such other duties as may be reasonably be required
- Understand, embrace and promote the values of the Association, i.e.

We believe that each person has unique potential and skills to be explored and developed.

We will embed this belief in our work with service users, staff and volunteers.

We believe that a 'can do' approach is critical for facilitating change in the lives of service users.

We will foster and nurture this attitude in our work with service users, staff and volunteers

We believe in the Christian basis and mission of the YMCA.

We will seek to exemplify and embed Christian ethos in our organisational practice in all we do

Person Specification

Essential:

- Experience in security, housing support, homelessness services, or a related field.
- An enthusiasm for seeing people thrive.
- Effective communication and interpersonal skills, with the ability to build positive relationships with service users and remain calm under pressure.
- Ability to use initiative in handling emergencies.
- An empathetic/compassionate and non-judgmental approach to supporting individuals from diverse backgrounds.
- Ability to value differences in team members and work together effectively.
- Strong commitment to maintaining confidentiality and professional boundaries.
- Competent in using IT systems, including Microsoft Office, Teams, and case management databases.

Desirable:

- Experience of working with young people including challenging behaviour, substance misuse and/or mental health issues
- A proactive and flexible attitude, with a willingness to cover additional shifts if required.

Key Employment Terms

- 16 hours per week, 8 am - 4 pm or 2 pm - 10 pm Saturday and Sunday
- Salary £11,190.40 per annum (£13.45 per hour)
- Permanent contract
- Responsible to RSPS Manager
- Company sick pay
- Pension contribution
- 4 x Life Assurance
- Health Assured Employee Assistance Programme
- Health Cash Back Plan

YMCA Cheshire is committed to the active promotion of equal opportunity, both in the provision of services and as an employer of paid and unpaid workers.

YMCA Cheshire is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Any offer of employment will be subject to satisfactory references and Enhanced DBS check.

How To Apply

- The closing date for applications is 5 pm on Thursday 13 August 2026
- These should be submitted by our website YMCA Cheshire vacancies <https://ymcacheshire.org.uk/ymca-vacancies/>
- Shortlisted candidates will be interviewed on Thursday 20 August

