



YMCA CHESHIRE

NIGHT DUTY OFFICER

Candidate Pack
August 2026



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Welcome

Thank you for your interest in the position of Night Duty Officer at YMCA Cheshire.

The Night Duty Officer role is crucial to the work we do at our main accommodation at Valley Brook, working with up to 60 people who have experienced, or are at risk of experiencing homelessness.

The Role

We are seeking a dedicated Night Duty Officer to ensure the safety, wellbeing, and smooth operation of our accommodation at Valley Brook

This is a full time post, averaging 42 hours per week; shifts are 10pm-8am week days and either 10pm-8am, 8am-8pm or 8pm-8am on weekends. There is a 4 weekly rota and you will work 3 weekends out of 4.

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

About You

We’re looking for someone who:

- Has an enthusiasm for seeing people thrive
- Has experience working in a homelessness setting
- Understands safeguarding, trauma-informed practice, and risk management
- Can remain calm and decisive in crisis situations

Andy Bebbington

Andy Bebbington
Night Duty Team Manager



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 120 staff, 30 volunteers and 8 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



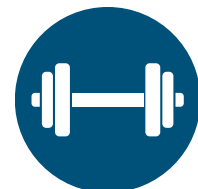
Conference
Opportunities



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

Main duties and responsibilities

- Maintain a safe and secure environment for residents and staff overnight.
- 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.
- Respond appropriately to residents presenting in crisis and offering low-level emotional and practical support when required.
- 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 daytime team, providing a detailed handover at the close of shift.
- To record incidents, events, safeguarding concerns, and relevant information using the IT systems provided.
- Ensure 'Missing From Home' procedures are followed and recorded appropriately where applicable.
- Ensure the premises remains clean and tidy by completing housekeeping and maintenance tasks.

Specific cleaning duties

- Clean resident and staff kitchens including degrease ovens- check trays for grease etc (fire risks)
- Clean staff office space and meeting rooms
- Clean resident games lounge
- Brush/hover 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 etc

Job Description (Page 2)

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

Key Employment Terms

- 42 hours average per week, 10pm-8am shifts during weekdays. Weekend shifts could be 8am-8pm, 8pm-8am or 10pm to 8am
- Salary £29,375
- Permanent contract
- Responsible to Night Duty Team Leader
- 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 9.00 am on Friday 18th September 2026
- These should be submitted by our website YMCA Cheshire vacancies <https://ymcacheshire.org.uk/ymca-vacancies/>
- Shortlisted candidates will be interviewed week commencing 21st September 2026

