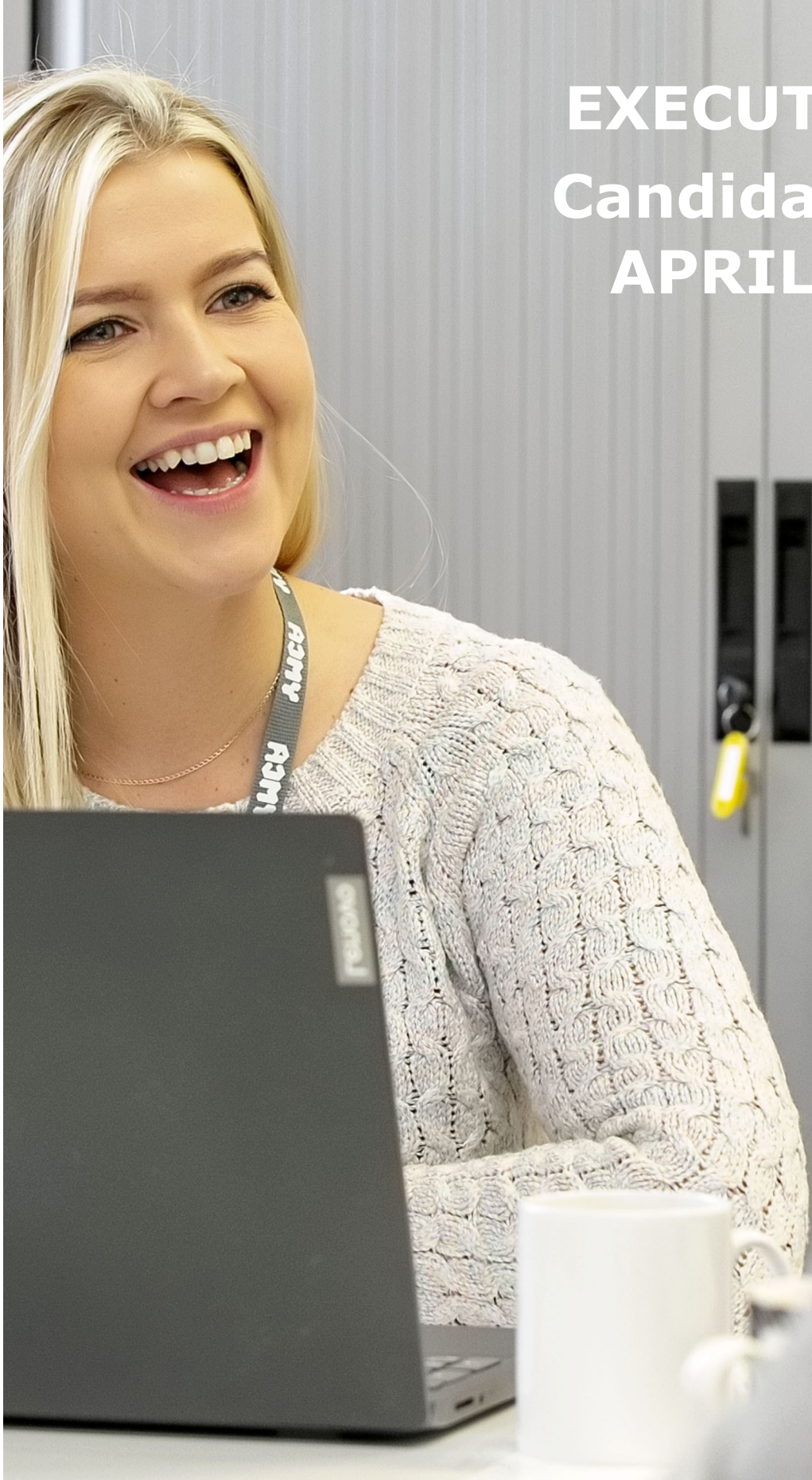


YMCA CHESHIRE

EXECUTIVE PA Candidate Pack APRIL 2025



Welcome

Thank you for your interest in the position of Executive PA and HR Assistant at YMCA Cheshire.

This role is crucial to the work we do in the community supporting the Senior Leadership Team and Head of People and Culture in their roles therefore supporting the staff that work with our service users.

The full job description is on page 6 and 7 of this document.

There is also a person specification on page 8

This is a permanent 40 hour role, working 9-5pm Monday to Fridays

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

We are looking for someone who:

- Is enthusiastic and has an affinity for the work of YMCA Cheshire
- Is a hard worker and a doer who delivers results.
- Recognises the implications of working within a charity.
- Has a high level of integrity and discretion.
- Demonstrates flexibility and open mindedness.
- Provides feedback and support.

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

If you'd like an informal chat, please call me, Rachel Miller on 01270 257673; otherwise please have a good read through this document, then fill in the application forms and return these by 5pm on Monday 19th May 2025.

We look forward to hearing from you!

Rachel Miller

Rachel Miller
Head of People and Culture



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 backgrounds.

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 Cheshire.

- 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 main project in Gresty Road, as well as some flats and houses in the Cheshire.
- 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 Cheshire for **children and families**, including After School Clubs, Drop Ins for parents and carers and holiday villages.
- There is a new service offering **mental health first aid** to the community, perhaps a coffee and chat for those feeling isolated or just need to talk.
- Our services are supported by our **three social enterprises**, the GLO Café, room hire and our Property Maintenance Service.



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 Crewe



YMCA Cheshire currently has about 80 staff, 40 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:-

- A full training package
- Free counselling through our Employee Assistance Programme
- Opportunities to attend conferences and visit other projects
- An onsite café with 20% discount for staff and residents.
- Staff room refreshments
- An onsite gym
- A flexible working policy
- Vouchers for long service
- Away days
- Staff meetings to share good news
- Group life cover
- Company sick pay
- Birthday Leave
- Health Care cash back scheme

Job description (Page 1)

Job Purpose

The Executive Assistant will provide high-level executive and project management support to the Chief Executive Officer plus other members of the Senior Leadership Team- across all aspects of YMCA Cheshire. This will include responsibility for a wide range of activity, including key administrative tasks, drafting papers, research, providing insight for briefings and managing specific projects

Main responsibilities/accountabilities

- Support the Chief Executive Officer by managing key administrative tasks and processes, using discretion and sound judgement to ensure correct prioritisation, suitable drafting of responses and production of supplementary information as required.
- Attend key meetings, track action, helping drive completion of key deliverables, and following up on outstanding items. Also, managing workflows which require approvals.
- Support the Senior Leadership Team in managing the Board and Sub-committee cycle of meetings, including agenda setting, drafting of reports, obtaining relevant information and promptly producing minutes.
- Maintain a forward calendar of activity for YMCA Cheshire and assist the Chief Executive Officer in managing the implementation & resources for YMCA Cheshire.
- Undertake project management duties on specific projects and development initiatives as requested.
- Provide background, insight, advice and relevant briefing materials in advance of meetings/engagements.
- Support the Senior Leadership Team in the management and administration of cross-cutting corporate activities such as performance reviews, projects and programmes coordination.
- Support the development and implementation of YMCA Cheshire's Evaluation Strategy. Additional accountabilities
- Ensure that health and safety requirements are met in the areas for which the jobholder is responsible.
- The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

HR responsibilities

- Support the Senior Leadership Team with HR administration and specifically with the recruitment of staff to ensure a smooth induction and on-boarding experience.
- Administrative Support: Maintain employee databases, sort emails, and manage records of employee attendance and leave.
- Recruitment Assistance: Help with job postings, candidate shortlisting, and scheduling interviews.
- Onboarding: Coordinate orientation and training sessions for new employees.
- Communication: Serve as a point of contact for employees, ensuring smooth communication and timely resolution of queries.
- Compliance: Ensure adherence to employment laws.

Policy Support: Assist the HR Manager in policy formulation, hiring, and salary administration

Job description (Page 2)

Other Duties and 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, ie

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.

The Job description is current as at the date shown 24/4/2025

Agreed by Rachel Miller (Head of People and Culture) and Mark Hills (CEO)

In consultation with the post-holder, it is liable to variation

Person specification

Knowledge

- HR knowledge (advantageous).

Experience

- Proven experience working as a Personal Assistant/Executive Assistant at a senior level.
- Experience of working in a charity (desirable).
- Experience of providing administrative support on a number of different projects.

Skills

- Demonstrates strong written and oral communications skills. Good spelling, grammar, and impeccable attention to detail are a must.
- Proficiency in Word, Excel and PowerPoint, and excellent computer skills, including database use (Salesforce).
- Ability to build relationships, particularly with those in senior positions, and the Royal Household.
- Ability to present information to a wide range of audiences.
- Creative, problem-solver, innovative and flexible.
- Highly motivated, organised who can work effectively with minimal supervision, but who also enjoys being in a team environment.
- Excellent planning, prioritisation and time management skills, plus ability to respond effectively to changing workloads and priorities.

Behaviours

- Act in accordance with YMCA Cheshire Core values: Unique Potential, Can do approach, Christian Mission.

Also:

- Enthusiasm and affinity for the work of YMCA Cheshire YMCA
- A hard worker and a doer who delivers results.
- Recognises the implications of working within a charity.
- High level of integrity and discretion.
- Demonstrates flexibility and open mindedness. • Provides feedback and support.

Key employment terms

- Permanent, Full time
- 40 hours per week, Monday to Friday 9-5pm
- Salary 14.43 per hour
- Company sick pay
- Pension contribution
- 4 x annual salary Life Assurance
- Health care cash back scheme
- Health Assured Employee Assistance Programme

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 5pm on Monday 19th May 2025
- These should be submitted via the application form on the YMCA Crewe vacancies page
- Shortlisted candidates will be interviewed week beginning 26th May 2025

