

# YMCA CHESHIRE

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**HR MANAGER**

**Candidate Pack  
December 2025**



# Welcome

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Thank you for your interest in the position of HR Manager at YMCA Cheshire.

The role is crucial to the work we do supporting the work at our main accommodation at Gresty Road, where we house up to 69 people, our Valley Brook campus where we house over 100 people who have experienced or are at risk of experiencing homelessness, our dispersed properties across Cheshire and our community work across Cheshire.

The HR Manager will support the Head of People and Culture to lead and manage all aspects of the Human Resources function. This role is responsible for overseeing recruitment, employee relations, learning and development, performance management, and compliance with employment law.

. The full job description is on page 6 and 7 of this document and a person specification on page 8;

The post holder will report directly to the Head of People & Culture

This is a full time post, 40 hours per week, 5 days a week; 9.00 am to 5.00 pm  
It is a permanent contract

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, Rachel Miller, Head of People & Culture on 01270 257673; otherwise please have a good read through this document, then fill in the application form on our website and return these to by 9.00 am on 15th January 2026

We look forward to hearing from you!

*Rachel*

**Rachel Miller**  
**Head of People & Culture**



# About us

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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 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.
- 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, rom hire and our Property Maintenance



# Our values

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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

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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

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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

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



# Working at YMCA Cheshire

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YMCA Cheshire currently has about 90 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:-

- 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
- Health care cash back plan
- 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

# Job description (page 1)

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## **Job Purpose**

YMCA Cheshire provides supported accommodation for people experiencing homelessness or the threat of homelessness. We also support the local community and local authorities providing a social enterprise business.

The HR Manager will support the Head of People and Culture to lead and manage all aspects of the Human Resources function. This role is responsible for overseeing recruitment, employee relations, learning and development, performance management, and compliance with employment law.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Oversee the full recruitment lifecycle, including job design, advertising, interviewing, and selection.
- Provide advice and support to managers on HR policies, grievances, and disciplinary matters and conduct them if necessary
- Monitor performance of disciplinary matter, grievances, employee improvement plans and any other relevant HR policies and procedures
- Promote positive employee engagement and workplace culture.
- Resolve workplace conflicts in line with best practices and legal requirements.
- Support the Senior Leadership Team with HR administration
- Administrative Support: Maintain employee databases, sort emails, and manage records of employee attendance and leave.
- Communication: Serve as a point of contact for employees, ensuring smooth communication and timely resolution of queries.
- Compliance: Ensure adherence to employment laws.
- Lead on safer recruitment processes in line with YMCA, local authority, and statutory safeguarding requirements, including right-to-work checks, references, and enhanced DBS processes.
- Maintain a high-quality induction and onboarding programme to ensure a positive employee experience and to ensure all employees understand YMCA Cheshire's values and safeguarding responsibilities.
- Policy Support: Assist the Head of People and Culture in policy formulation, hiring, and salary administration
- Liaise with external HR advisors in regards to policies, contracts and advice
- Maintain and update HR policies in accordance with UK employment legislation, charity sector requirements, and YMCA standards.
- Support the Head of People and Culture in performance management and the training and development needs of employees

# Job description (page 2)

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## **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 the date shown  
In consultation with the post-holder, it is liable to variation**

# Person specification

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## **Knowledge**

- HR knowledge (Essential).

## **Experience**

- Proven experience working as in HR.
- Experience of working in a charity (desirable).
- Experience of providing administrative support on a number of different projects.
- Understanding of safeguarding and safer recruitment practices.

## **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 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.
- Strategic thinking and problem-solving.

## **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
- 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

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- 40 hours per week, 5 days, 9am to 5 pm
- Salary £38,000 per year
- Permanent contract
- Responsible to the Head of People and Culture
- Company sick pay
- Pension contribution
- 4 x Life Assurance
- 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.

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## How to apply

- The closing date for applications is 9.00 am on Thursday 15th January 2026
- These should be submitted via the YMCA Cheshire website vacancies page
- [Vacancies - YMCA Cheshire](#)
- Shortlisted candidates will be interviewed week beginning 19th January 2026

