

# YMCA CHESHIRE

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## **MAINTENANCE OFFICER**

**Candidate Pack  
June 2025**



# Welcome

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

The Maintenance Officer 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 who have experienced or are at risk of experiencing homelessness.

We would love to offer this opportunity to an "all rounder", but skills that are particularly important are painting and decorating, being able to build flat pack furniture, turning rooms around including cleaning, joinery, plumbing and working with power tools. The full job description is on page 6 of this document and a person specification on page 8;

The post holder will join a small multi skilled Property Team and report directly to the Properties Manager.

This is a full time post, 40 hours per week, 5 days a week; 8.00 am to 4.00 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, Mark Deaville, Properties Manager on 07784 358740; otherwise please have a good read through this document, then fill in the application forms and return these to  
Rachel.miller@ymcacrewe.org.uk by 9.00 am on 1st July 2025

We look forward to hearing from you!

*Mark*

**Mark Deaville**  
**Properties Manager**



# 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 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 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 80 staff, 30 volunteers and 9 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 focus of our Maintenance Team is:

- To ensure that vacated rooms and apartments are efficiently and speedily cleaned, repaired and prepared for the next resident
- To maintain and improve the fabric of YMCA Cheshire properties

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Room Turnaround**

- Liaise with Housing Service Manager regarding forthcoming voids
- Advise Property Manager about any major repairs that will require specialist work
- Advise the Housing Service Manager when the room will be ready for occupation and ensure that it is ready
- Bag, label and store any items left by residents
- Carry out any maintenance tasks and clean the room
- Use Inform database to access and update information regarding rooms and apartments

### **Other maintenance**

- Liaise with Housing Service Manager regarding any maintenance tasks in rooms and apartments that are required whilst residents are still present and carry out those tasks or advise Property Manager of specialist work required (eg carpets, plumbing, joinery)
- To plan and carrying out planned maintenance programmes, reactive and proactive repairs under the guidance of the Properties Manager at Gresty Road and other properties
- Where appropriate work with residents to repair any damage they have caused to their room or communal areas, using restorative practice interventions.
- Maintain sufficient stocks of maintenance materials and advise Property Manager of any unusual materials or equipment that needs to be purchased
- To check that windows in the communal areas to be able to be shut, and that glazing is intact.
- Inspect communal areas for any damage, vandalism or graffiti and to ensure cleanliness is maintained to the required standards and report all repair issues to relevant contractors.
- To inspect refuse areas ensuring they are tidy, reporting bulk clearance or major cleaning requirements to the Properties Manager.
- To check that car park is clear for contractor vehicles as and when required.
- To be involved in on-going process of property improvement throughout the YMCA Properties and develop new ideas and better solutions for properties repairs and maintenance.
- Assist social enterprise maintenance team, if requested by Property Manager
- Use Inform database to access and update information regarding maintenance
- To be vigilant regarding all hazards and address health and safety issues and/or report any health and safety issues to the Property Manager
- residents and tenants.

# 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 Crewe 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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- Experience of carrying out general maintenance tasks to the required standard
- Ability to work to deadlines and prioritise own work load
- Basic IT skills
- Able to work proactively and independently
- Joinery, plumbing and painting and decorating skills
- Willingness to solve problems
- Commitment to providing a professional service
- Flexible approach to work
- Able to undertake both potentially mundane and highly skilled tasks
- Able to implement appropriate health and safety procedures when necessary
- Positive attitude to working with the YMCA client group
- Able to drive (preferably with own transport)
- Able to respect the Christian ethos of the Association



# Key employment terms

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- 40 hours per week, 5 days, 8 am to 4 pm
- Salary £13 per hour
- Permanent contract
- Responsible to Properties Manager
- 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 Tuesday 1st July 2025
- These should be submitted via the YMCA Cheshire website vacancies page
- [Vacancies - YMCA Cheshire](#)
- Shortlisted candidates will be interviewed either 3rd or 4th July 2025

