

# Kingston & Wimbledon YMCA

Registered Charity No. 1041923

Kingston and Wimbledon YMCA work with a broad range of people whose needs are diverse. We provide supported housing to young, vulnerable people, childcare and youth work services, health and fitness activities and care, conference and catering facilities.

**CENTRE SERVICE CO-ORDINATOR-£23,000 p.a**  
**40 hours per week, shift work over 7 days**  
**Incl: eves, weekends and Bank Holidays**

Based at YMCA Surbiton, to lead and line manage the Assistant Key Workers, Housekeeping Team and Night Support Workers, ensuring the smooth running of the hostel. To ensure that the services provided to users is of a high quality. To be a member of the centre management team sharing corporate responsibility for the activity of the Centre.

It is essential to have knowledge of Health and Safety, and an understanding of problems facing homeless people. You will also have experience of staff management and supervision, cash handling, providing support services to vulnerable groups. Good communication, interpersonal and computer skills are essential for this post.

As a Christian based organisation, you are required to respect the Christian ethos of the YMCA and uphold its values. *If you are interested, please request an application pack by e-mail:* [recruitment@kwymca.org.uk](mailto:recruitment@kwymca.org.uk) or telephone 020 8339 7334.



**Closing date for applications is first post on Monday 2<sup>nd</sup> March 2009**

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## **CENTRE SERVICE ADMINISTRATOR** **£17k-£20k pa** **40 hours per week**

Based at YMCA Surbiton, to be responsible for providing operational and administrative support to the centre management team in assisting in the day to day management of the Surbiton Centre and to lead and line manage the Maintenance staff and Driver/Porter.

It is essential to have knowledge of Health and Safety, and understand the problems facing homeless people, staff management and supervision. As well as experience of working within a housing or hostel environment or working with the public and dealing with suppliers. Good communication, interpersonal and computer skills are essential for this post.

As a Christian based organisation, you are required to respect the Christian ethos of the YMCA and uphold its values. *If you*



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