

# YMCA CHESHIRE

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HEALTH AND  
WELLBEING  
COACH

Candidate Pack  
October 2024



# Welcome

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Thank you for your interest in the position of Health & Wellbeing Coach at YMCA Cheshire.

This role is crucial to the work we do in the community supporting Refugee's experiencing or at risk of experiencing homelessness.

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

There is also a person specification on page 8

The post holder will report directly to the Housing and Support Manager.

This is a temporary role. We will require the post holder to be flexible and work some out-of-hour shifts between 8am-10pm, Monday to Sunday.

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, Rhian McKnight on 01270 257673; otherwise please have a good read through this document, then fill in the application forms and return these by 5.00pm on Tuesday 12th November 2024.

We look forward to hearing from you!

*Rhian McKnight*

**Rhian McKnight**  
Housing and Support 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 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

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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 Crewe

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YMCA Cheshire currently has about 60 staff, 35 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 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

# Job description (Page 1)

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## **Job Purpose**

To deliver a range of health and wellbeing programmes for people seeking asylum and Refugees to improve their health and wellbeing and enhance their experience and futures.

## **Duties and responsibilities**

### **Programmes and Activities**

- Gym, 1-1 and group sessions
- Weekly football sessions
- Healthy living, develop personalised health and wellbeing plans with residents e.g smoking cessation, weight loss, diet and fitness plans)
- Deliver a weekly cooking sessions (healthy meals on a budget)
- Weekly outdoor walks and other sport sessions including cricket, badminton, basketball etc
- Arts and crafts
- To deliver emotional and mental health and wellbeing programmes
- Plan and deliver a summer residential trip
- To consult with people on changes needed to improve programmes and increase outcomes.
- Ensure completion of risk assessment forms relating to all types of activities with residents.
- Take a lead in delivering a weekly social group for Refugees and those seeking asylum (Starting Point social)
- Build relationships with partner agencies such as children's social care, probation, youth engagement service, schools and other local networks.

## **Contracts and monitoring**

Ensure that robust systems, eg databases, are established so that agreed programme outputs and outcomes can be monitored, audited and evaluated effectively.

Keep clear and concise records on the programmes

Liaise with staff to ensure the evidence base and learner attendance records are correct and up to date

Ensure that the audit trails generated for all programmes are sufficiently robust to monitor the progress of the contracts and requirements of funders

Analyse and monitor spending and liaise with Housing and Support Manager over budget for activities and other engagement projects.

# Job description (Page 2)

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## General

- Respond to the needs of residents presenting in crisis
- Record general contact with residents through Inform where needed.
- Attend afternoon briefings and carry out necessary actions
- Contribute and respond to non-engagement issues where appropriate
- Carry small case load when appropriate.
- Cover shifts when appropriate.
- Liaise with external agencies to achieve positive outcomes for people
- Ensure that the views, aspirations, concerns and ideas of people are actively sought and acted upon
- Assist with staff health and wellbeing programme

## 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 25/10/2024**

Agreed by Becky Parke (Head of Services and Impact), Rhian McKnight (Housing and Support Manager) and Rachel Miller (HR Manager)

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

# Person specification

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## **People skills (working with Refugees)**

- A knowledge of the issues facing Refugees and unaccompanied children seeking asylum
- Relevant qualification in health and fitness (desirable)
- Awareness and sensitivity to diverse cultural backgrounds, religious practices and values
- Ability to work respectfully and inclusively with people from varied backgrounds and experiences
- Familiarity with basic concepts in physical, mental and emotional health and an understanding of how lifestyle activities contribute to overall wellbeing
- Experience in group facilitation, particularly within a cross cultural context and skills in fostering group cohesion and inclusivity
- Ability to collaborate with local health and wellness providers, social services and community organisation to enhance service provision and referrals for participants
- Familiarity with trauma-informed care principles and the ability to provide empathetic, patient support to individuals with complex trauma histories.
- Ability to guide people towards personalised health goals, offering practical support in areas like nutrition, mental health, physical activity and overall wellbeing.
- A strong commitment to supporting vulnerable individuals with a compassionate, non-judgemental approach
- Proven ability to design, plan and facilitate engaging health and wellbeing activities, such as exercise sessions, mindfulness workshops, nutrition classes and social events
- Creativity in adapting activities to meet diverse abilities interests and cultural backgrounds
- Strong interpersonal and communication skills with the ability to motivate and connect with participants from varied backgrounds
- Ability to work alone and use your own initiative
- Ability to manage your own time and workload

## **People skills (working with others)**

- Ability to value differences in team members and work together effectively
- Able to network, build relationships and work effectively with other agencies and organisations

## **Administration /planning**

- Strong organisational skills with the ability to plan, schedule and manage multiple activities while keeping thorough records
- Computer literate with ability to use Outlook, Word, Excel
- Able to identify risks and design control measures
- Able to report accurately, professionally and objectively
- Able to share information clearly and concisely on a "need to know" basis
- Able to set SMART goals with clients

## **Other**

- Able to drive (current licence)
- Able to implement appropriate health and safety and safeguarding issues procedures when necessary
- Able to respect the values of the Association



# Key employment terms

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- Temporary
- 1 x 20 hours per week includes evening and weekend work
- Salary 12.50 per hour
- Responsible to Housing and Support Manager
- Company sick pay
- Pension contribution
- 4 x annual salary 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.

## How to apply

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- The closing date for applications is 5.00pm on Tuesday 12th November 2024
- These should be submitted via the application form on the YMCA Crewe vacancies page
- Shortlisted candidates will be interviewed on Friday 22nd November 2024

