



YMCA EXETER

WE'RE RECRUITING!

**Facilities Coordinator, £21,000 – £23,000 per annum,
Full Time (37.5 Hours per week), 33 days annual leave & health plan.**

We are looking for a Facilities Coordinator to join our professional housing team, overseeing our buildings and facilities and ensuring we deliver an excellent service to the young people accessing our accommodation and services.

As a Christian organisation, we are inspired and motivated by our faith in Jesus Christ and the hope and love he has given us. The successful candidate will be a committed Christian, able to fully support and promote the ethos of YMCA Exeter and actively take part in the spiritual mission of our work.

In this role, you will be ensuring we offer a responsive and excellent service in the way we operate and maintain our buildings. Under the direction of our Housing Management Team, you will ensure we remain compliant with Health and Safety requirements. You will help facilitate the smooth running of our housing services and ensure that accommodation is ready to let to those in need as soon as possible. You will have the confidence and maturity to work effectively with vulnerable young people and seek their views and involvement in the provision of our housing services as it relates to buildings and facilities. You will have excellent IT and organisational skills, with close attention to detail and an excellent ability to monitor goals and deadlines. Previous experience of working with young people and/or project management would be advantageous. You will be flexible, reliable and a good team player.

We provide training and support to help you develop your expertise and due to the roles you will undertake in your work with young people accommodated in our projects, this role will be subject to an enhanced DBS check.

If you would like to know more about the role, we welcome you to contact us for a chat and a tour around one of our projects (you may have a YMCA employee in your church you can speak to!).

For further information and an application pack (No CVs please), contact us by emailing office@ymcaexeter.org.uk or download a pack from our website at www.ymcaexeter.org.uk

Closing date for applications is 9am on Monday 7th February 2022