



Here for young people
Here for communities
Here for you

YMCA Halton

Head of Development

Fixed-term 2 years – 37.5 hours per week

Job Reference – 001HLTN

Application Pack

Return date: Wednesday 15th October 2025 by 9:00am

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A WELCOME TO APPLICANTS

At YMCA we believe that everyone should have a fair chance to discover who they are and what they can become. As part of the oldest youth movement in the world, YMCA Halton is mission driven and led by our values that stem from our Christian heritage. We are committed to meeting the needs of all sections of our local communities, regardless of gender, race, ability, age or faith.

Our Vision

YMCA Halton strives to facilitate communities where all young people can thrive. We do this by creating relationship and networks that young people need to be healthy in mind, body and spirit.

Our Values & Ethos

Our values underpin the way we act, our behaviours and how we interact with each other. They provide the framework for all that we do, every day. Our values are:

- Respect
- Trust
- Inclusivity
- Service
- Compassion

When you work for YMCA you have the chance to be part of our story, the chance to explore what you can become, and above all, the chance to change the lives of the people we serve. Thank you again for your interest in working for the YMCA. We look forward to receiving your application.



JOB DESCRIPTION

Job Title: Head of Development (YMCA Halton)
 Responsible to: CEO
 Salary: £45,000 - £55,000
 Contract Type: Full time, 2 years fixed term

Organisation Context:

YMCA Halton is a youth and community focussed charity with Christian Values at its heart. It currently works with partners to facilitate delivery of accommodation services to those who might otherwise find themselves homeless. However, it has ambitions to expand its work, increasing the social impact it delivers for the communities of Halton. The Head of Development is an exciting and newly created post to drive forward those ambitions.

Job Purpose:

This new post presents an exciting opportunity for an experienced third sector leader to shape the strategic direction of a long-established local charity, ultimately determining the way in which YMCA Halton can increase its impact and support people to be healthy in mind, body and spirit.

We believe positive relationships and networks are the key to success, both for our charity as well as the people we serve and so, as postholder, you will work to understand the needs of the local community, engaging and consulting with the Local Authority, the Voluntary Community and Social Enterprise sector and the community themselves.

You will determine how YMCA Halton can add value and deliver impact, ultimately empowering people feel so that they can belong, contribute and thrive in society.

The postholder will be responsible for:

- Developing a strategy for expanding the work YMCA Halton delivers in its local communities.
 - Consulting with communities and local stakeholders to identify the needs and priorities of the local communities, specifically needs that would fall under the accepted YMCA work areas of housing, training and education, health and wellbeing, youth and family work.
 - Establish new stakeholder relationships in order to leverage opportunities for YMCA to deliver impactful work.
 - To manage existing resources and activities being delivered by YMCA Halton.
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JOB DESCRIPTION – Con/t...d**Key Areas of Delivery:**

1. Developing a strategy for expanding the work YMCA Halton delivers in its local communities.
2. Consulting with communities and local stakeholders to identify the needs and priorities of the local communities, specifically needs that would fall under the accepted YMCA work areas of housing, training and education, health and wellbeing, youth and family work.
3. Establish new stakeholder relationships in order to leverage opportunities for YMCA to deliver impactful work.
4. To identify and lead submissions for fundraising opportunities relating to the charity's core work areas.
5. Keep up to date, and share, sector developments with staff teams and partner YMCAs to ensure YMCA is at the forefront of high-quality practice in our core delivery areas.
6. To manage existing resources and activities being delivered by YMCA Halton.
7. To produce strategic recommendation and update reports for the CEO and board of Trustees.
8. To undertake any other duties that maybe required for the development of YMCA Halton

Working Practices

The post is offered as a full time, fixed term contract. There will be a requirement for the postholder to be present on site at YMCA Halton each week whilst also being mobile to meet stakeholders across the area. To charity also supports hybrid working.

Health & Safety

As a senior member of staff, you are responsible for the safety and welfare of any staff under your direct control, and you must therefore have knowledge of the Company's Health & Safety Policy and relevant instructions to your area of work.

Any matter which you consider requires attention in this respect is your responsibility to report following the correct procedures, or to the Health and Safety Manager. Copies of the current Health & Safety Policy and Safety Procedures are available in the Centre.

NB. The above job description is not an exhaustive list of duties. The postholder will be expected to perform various tasks as necessitated by the evolution of the role within the organisation and growth of YMCA Halton.

PERSON SPECIFICATION

Assessment Methods:

A – Application, I – Interview, R – References, X – Interview Presentation/Exercise

Personal Attributes	Essential (E) or Desirable (D)	Method of Assessment
Qualifications & Experience		
1. A minimum of 4 years' experience working in a senior leadership role within the VCSE sector	E	A/I
2. Experience of strategy development and leading organisational change	E	A/I/P
3. Experience in bid writing and managing grant applications, including impact reporting and stewardship	E	A/I/P
4. Experience of developing partnerships and negotiating partnership arrangements for consortium bids	E	A/I
5. Experience of managing post award administration including report writing, budget reporting and key performance indicators	E E	A A/I/P
6. Experience of budget management		
Skills		
7. A strategic thinker with the ability to develop long term plans while managing day to day delivery	D E	A/I A/I
8. A commercial mindset that is coupled with a desire to help deliver social good	E	A
9. Exceptional networking, interpersonal and relationship building skills	E	A
10. Excellent written and verbal communication skills	E	A
11. Excellent organisation and planning skills, including the ability to prioritise workload	E	A
12. Ability to enthuse and lead people towards a common objective	E	A
13. Ability to analyse data and present accurate and concise management reports		
Behaviours & Other		
14. An ability to influence and inspire	E	A/I
15. A commitment to modelling professional behaviours and to be seen as a role model in the organisation	E E	A/I A/I
16. A commitment to the organisation, it's values and the beneficiaries we seek to serve	E	A/I

TERMS & CONDITIONS

SALARY: £45,000 - £55,000

CONTRACT TYPE: Two-year fixed term contract.

HOURS OF WORK:

A time off in lieu (T.O.I.L) system is in operation for salaried staff as per the policy and must be agreed with your line manager.

PAID LEAVE ENTITLEMENT:

4 weeks (pro rata) paid leave is allowed for the first completed 5 financial years. After this period a further one week is allowed after the fifth completed financial year. Additional paid leave is granted for statutory Bank Holidays.

SICK PAY:

Absence due to genuine sickness is payable in accordance with the Association's arrangements. Two weeks (pro rata) Company sick pay is standard within YMCAFC.

DBS Checks:

If the post requires an enhanced DBS check as a requirement of the role the post will be offered subject to satisfactory DBS clearance

TRAVEL:

A travel allowance of 45pence per mile is payable.

PENSION:

To comply with the new law regarding Pension Automatic Enrolment, depending on your circumstances, you will be automatically enrolled into our qualifying pension scheme, provided by NEST Pensions. You will be able to opt-out of the scheme if you wish, but if you remain a member, you will be saving towards your retirement.

If you do not meet the criteria to be automatically enrolled, you will have the option to join the scheme if you wish.

Further information on the pension scheme can be obtained by contacting the HR Department.

BENEFITS

An employee assistance programme is available following a successful probationary period.

NOTICE

As per contract of employment

CONDITIONS:

The post is subject to a probationary period of 6 months.

DISCIPLINARY & GRIEVANCE:

The Association's standard disciplinary and grievance procedures apply to this post.



TRAINING:

The Association is committed to the training of all employees as and when necessary. During your employment you are entitled to take part in various training courses which we may provide from time to time in-house and online. Any courses you are required to complete will be essential your role and will be provided to you within two months of the start date of your employment.

EQUALITY & DIVERSITY

The post holder must be aware of equality and diversity principles and comply with the YMCAFC's equality and diversity procedures.

HEALTH & SAFETY

All staff are responsible for the implementation of the health and safety procedures so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of health and safety arrangements relating to their work to ensure appropriate improvements are made when necessary.

YMCA Fylde Coast**Selection & Interview Arrangements**

Interview Panel:	To be confirmed
Closing Date:	Wednesday 15 th October 2025 by 9:00am
Short listing:	To be confirmed
Notification of shortlist (Successful candidates only):	To be confirmed
Interview Date and Process:	To be confirmed
Panel Decision and Notification:	To be confirmed



How to Apply

To apply for this role, please submit a completed application form by visiting our website below

<https://www.ymca-fyldecoast.org/about-ymca-fylde-coast/careers-at-ymca-fylde-coast/>

When applying for this role, please quote job reference number – 001HLTN

The closing date for this role is by 9:00am on Wednesday 15th October 2025; please note any applications received after this date and time will not be considered.

We look forward to receiving your application.

GUIDELINES FOR APPLICATION FOR EMPLOYMENT

The following notes are designed to assist you in completing the application form, to provide information about the reason for asking certain questions, and to tell you what will be required from you if your application is successful.

NOTES ON COMPLETING THE APPLICATION FORM

Section 1 JOB DETAILS

Location Insert the name of the place where the job is based

Section 2 PERSONAL DETAILS

Driving License Tick as appropriate.

Please refer to the job specification to determine the requirement for a driving license for the position for which you are applying.

Section 3 RELIGIOUS BELIEFS

The YMCA is a Christian organisation. Each part of the YMCA exists to fulfill the Christian aims and purposes of the YMCA Movement in its own way. However the YMCA also welcomes those of other faiths and those of none.

In order to promote the Christian ethos of the YMCA, it is important that **certain** posts are filled by committed Christians. If the advertisement / job details, for the position for which you are applying, states that you are required to have a personal commitment to the Christian faith, then the information which you supply in this section will be taken into account in the selection process.

If this is not the case, whilst you will be required to respect the Christian ethos of the YMCA and uphold its values in your work, you are **not required** to complete this section on Religious Beliefs. The values to be upheld include: being inclusive and welcoming to people of all religious faiths and none; promoting respect and freedom for all; working for tolerance and understanding; having an active care and concern for the community; and affirming the equal value of each person when caring for and working with others.

Section 4 EDUCATION, TRAINING & DEVELOPMENT

Please detail information, which is relevant to your application. It is not necessary to list schools/colleges attended.

NOTES ON THE EQUAL OPPORTUNITY POLICY – MONITORING FORM

The YMCA is an Equal Opportunity Employer. To help us monitor our policy, we would be grateful if you would complete the details on this monitoring form. The information you give on this form does **not** form part of the selection procedure. The form is separated from the application form and is only used to help us monitor effectively.

DATA PROTECTION

Personal data obtained from applicants during recruitment process will be held securely by the YMCA identified in the job advertisement. Information provided will be used solely for the purposes of selection for the post advertised, unless express permission for additional use is sought from the applicant [e.g. if the applicants might be considered for other vacancies]. Other than for the successful applicant, no personal data provided in the course of the application other than that stored and processed as part of the YMCA's monitoring of equal opportunities will be retained beyond four months from the date from which applicants are informed of the outcome of their application

ADDITIONAL INFORMATION - DECLARATION OF CRIMINAL BACKGROUND INFORMATION

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 [Exceptions Order] gives some **exemptions** from the Act, whereby details of 'spent' convictions have to be declared. One of these exemptions is working with children, young people* and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and 'unspent'.

If you are invited to interview you will be required to complete and bring with you a 'Declaration of Criminal Background Information' form. This form will be sent to you with the interview invitation and will require you to give details of any unspent convictions.

If the post for which you are applying involves working with children, young people* and/or vulnerable adults, you will ALSO be required to give all details of any criminal record including 'spent' and 'unspent' convictions. Your application pack includes 'Additional Guidelines for Applicants for Positions which involve Working with Children, Young People* and/or Vulnerable Adults'.

The information provided will only be seen by the interview panel if we are considering offering you employment. Declaration of a conviction will not necessarily mean disqualification from appointment. Criminal records will be taken into account only when they are relevant to the post for which you are applying.

IF YOU ARE INTERESTED IN APPLYING, PLEASE RETURN THE APPLICATION FORM AND MONITORING FORM

- by the closing date shown in the advertisement or in the accompanying letter
- to the address as stated in the accompanying letter.

Following shortlisting you will be notified of the outcome of your application.

IF YOU ARE SHORTLISTED YOU WILL BE INVITED FOR INTERVIEW

You should bring with you a completed 'Declaration of Criminal Background Information' form.

If the post for which you are applying involves working with children, young people* and/or vulnerable adults, your application pack includes 'Additional Guidelines for Applicants for Positions which involve Working with Children, Young People* and/or Vulnerable Adults'. Please follow the instructions in these guidelines.

IF YOU ARE MADE AN OFFER OF EMPLOYMENT WITH THE YMCA

you will be required to:

- consent to references being taken up
- complete a medical questionnaire and if necessary undergo a medical examination
- demonstrate, by producing approved documentation, that you are entitled to work in the UK.

This is because, as an employer, we will be committing a criminal offence if we employ a person who is not entitled to work in the UK. We will advise you on which documents are approved documentation.

If the post for which you are applying involves working with children, young people* and/or vulnerable adults, you will be required to apply for a higher level Disclosure. Please refer to the 'Additional Guidelines for Applicants for Positions which involve Working with Children, Young People* and/or Vulnerable Adults included in this application pack. *young people are those under 18 years of age.

YMCA FYLDE COAST POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates.

The YMCA undertakes not to discriminate unfairly against any applicant on the basis of a criminal record or other information revealed. Criminal records and other information will be taken into account for recruitment purposes only when they are relevant. We select all candidates for interview based on their skills, qualifications and experience.

We ask all applicants called for interview to provide details of their criminal record. Depending on the nature of the position applied for, the YMCA may request details of your entire criminal record or only of 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We request that this information is sent under separate, confidential cover to a designated person within the YMCA and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. We would point out that, for the successful candidate, this information will be verified by requesting a Disclosure statement* from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or subsequent dismissal.

We ensure that all those in the YMCA who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g., the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

For those positions where a Disclosure* is required, application forms and guide notes will contain a statement that a Disclosure will be requested in the event of the candidate being made a conditional offer of employment. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of any offences. However, we should make it clear that as the nature of the YMCA's work brings its workers into contact with children, young people** and/or vulnerable adults a criminal record or other information which makes the application unacceptable for a position of trust will render the applicant unsuitable.

As an organisation using the Disclosure and Barring Service [DBS] to assess applicants' suitability for positions of trust, this policy complies with the CRB Code of Practice.

** Applicants for certain positions who are made a conditional offer of employment will be subject to a criminal record check – known as Disclosure – from the Disclosure and Barring Service (DBA) before the appointment is confirmed This will include details of cautions, reprimands or final warnings, as well as convictions.** young people are those under 18 years of age*



ADDITIONAL GUIDELINES FOR APPLICANTS FOR POSITIONS WHICH INVOLVE WORKING WITH CHILDREN, YOUNG PEOPLE* AND/OR VULNERABLE ADULTS

The post for which you are applying will bring you into direct contact with children, young people* and/or vulnerable adults. During our recruitment procedure we take steps to assess an applicant's suitability for such a position of trust. It is important that you understand the nature of the checks that we will make and when we will make them.

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 [Exceptions Order] gives some **exemptions** from the Act, whereby details of 'spent' convictions have to be declared. One of these exemptions is working with children, young people* and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and 'unspent'.

If we ask you to come for an interview please bring the following with you

- **a completed Declaration of Criminal Background Form**

this form will be enclosed with the letter inviting you to interview. It asks for details of spent and unspent convictions, cautions, reprimands and final warnings. You should complete the form and place it in an envelope marked 'Private and Confidential', addressed to the Interview Panel. Your name should be clearly stated on the front.

- **proof of identity**

we require one form of photographic identification [e.g. a passport or new form of driving license] and two addressed items such as a recent utility bill, recent bank statement, current Council Tax bill. If this is a problem please contact us.

The information relating to criminal convictions will only be seen by the interview panel if we are considering offering you employment. If you wish to discuss the information that you have given, please mention this to an interviewer. Having made its selection, the panel may wish to discuss any information given with you. Having a conviction will not necessarily bar you from consideration for the post. Criminal records will be taken into account only when they are relevant to the position for which you are applying. Our policy on the recruitment of ex offenders is given overleaf.

If you are made a conditional offer you must apply for a higher level Disclosure statement from the Disclosure service. We will tell you how to go about this.

The Disclosure service offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. Disclosure statements are provided by the Disclosure and Barring Service (DBS), an executive agency of the Home Office. Higher level disclosure statements provide details of a person's criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for this type of work. Organisations using the Disclosure system must comply with a Code of Practice, a copy of which is available on request. If you require further information about Disclosure you can visit the website www.disclosure.gov.uk

*young people are those under 18 years of age

DECLARATION OF CRIMINAL BACKGROUND INFORMATION

Please complete this form if you are attending for interview. It should be placed in an envelope marked Private and Confidential, addressed to the Interview Panel with your name clearly stated on the front and brought to the interview.

Please read the guidelines for Application for Employment before completing this form.

The information you provide will remain confidential

Name

Post applied for

Please give details, including date, offence and, where appropriate, sentence of any unspent criminal convictions below.

If none, please write 'NONE'.

Signed Date

If you wish to discuss the information you have given above at your interview, please ensure that you mention this to the interviewer.



DECLARATION OF CRIMINAL BACKGROUND INFORMATION

You must complete this form if you

- *are applying for a YMCA post which will bring you into contact with children, young people and/or vulnerable adults*

AND

- *are attending for interview.*

Please read the guidelines for 'Additional Guidelines for Applicants for Posts which involve Working with Children, Young People and/or Vulnerable Adults' before completing this form.

The completed form should be placed in an envelope marked Private and Confidential, addressed to the Interview Panel with your name clearly stated on the front and brought with you to the interview together with forms of official identification. Ideally we require one form of photographic evidence [e.g. a passport or the new form of driving license] and two addressed items such as a recent utility bill, recent bank statement or current Council Tax bill. If you have difficulty in providing such means of identification please contact us for further guidance.

The information you provide will remain confidential

Name

Post applied for

Please give details, including date, offence and where appropriate sentence of **all** criminal convictions, cautions, reprimands and final warnings [spent and unspent] below

If none, please write 'NONE'.

I have read the '**Additional Guidelines for Applicants for Applicants for Posts which involve Working with Children, Young People and/or Vulnerable Adults**' and understand that if my application is successful I will apply for a higher level Disclosure.

Signed Date

If you wish to discuss the information you have given above at your interview, please ensure that you mention this to the interviewer.

YMCA Halton

For more information about our work and team please visit our [website](#)



Here for young people
Here for communities
Here for you

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

FAMILY & YOUTH WORK

HEALTH & WELLBEING

HOUSING

TRAINING & EDUCATION

SUPPORT & ADVICE