



YMCA SOUTH MOLTON --- WE'RE RECRUITING!

Customer Service and Admin Facilitator, **£18,500 pro rata, Part-Time (7.5 Hours per week), annual leave & health plan.**

We are looking for a Customer Service and Admin Facilitator to work alongside the Community Development Coordinator in being the initial first point of contact for telephone and email enquiries to YMCA South Molton from centre users, partner organisations, and provide administrative support to the Community Development Coordinator to maximise their effectiveness.

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, duties will involve updating our social media accounts regularly, assisting people to access the range of services and sessions at the centre, helping people book the centre, record keeping and assisting with report writing.

This role is pivotal in ensuring our service users, stakeholders and partners receive the best possible first impression of the charity. We provide training and support to help you develop your expertise and this role will be subject to an enhanced DBS check.

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

Closing date for applications is 9am on Monday 20th September 2021 with interviews taking place the following week.



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.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION