



YMCA HUMBER

Receptionist

Maternity Cover



Receptionist

YMCA Humber is seeking a friendly, organised, and digitally proficient Receptionist to join our team and be the welcoming face of our community. You will greet members and visitors, manage front desk and administrative tasks, and ensure smooth day-to-day operations of our main reception area at Freeman Street, and along side this support our communications and marketing team helping promote programs, events, and initiatives that reflect our vision and values.

We are looking for someone who is adaptable, proactive, and creative, able to move fluidly between reception duties and marketing support, while maintaining a professional and approachable demeanour.

Key Aspects of the Role :

- Greet members and visitors, manage check-ins, and answer enquiries.
- Handle front desk and administrative tasks efficiently.
- Create and post engaging content on social media to promote programs and events.
- Support marketing campaigns and help make events a success.
- Work flexibly across all tasks, adapting to the needs of our busy community hub.

Skills & Qualifications:

- Friendly, professional, and community-minded.
- Strong organisation and multitasking abilities.
- Social media and basic content creation skills with marketing/admin experience desirable.

Why you will love working with us :

- Be part of a vibrant, inclusive community organisation.
- Gain hands-on experience in administration and marketing.
- Opportunities for creativity, growth, and making a real impact to the local community.

Therefore if you are an excellent communicator with a passion for community engagement and would enjoy becoming part of an inclusive team which makes a real impact, we would love to hear from you!

Hourly Rate	£12.60 per hour : £26,208.00 per annum
Contracted Hours	40 hours per week
Hours of Work	8.30 am - 4.30 pm (Monday - Friday)

APPLY NOW

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Contact our People and Policy Manager
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