



YMCA HUMBER

Workforce Officer

Human Resources

Belong. Contribute. Thrive

Workforce Officer

Contract Type :	Part Time : Permanent Contract
Hourly Rate :	£17,533.00 per annum (based upon £13.45 per hour)
Hours per Week :	25 hours per week : Monday to Friday (10.00 am - 3.00 pm)

Join Our Team

At YMCA Humber, we believe our people make the difference. Every day, our colleagues support children, young people, adults, families and communities across the Humber region, helping people to belong, contribute and thrive. To do that well, we need a People Team that is approachable, supportive and committed to creating a great place to work.

We are looking for a Workforce Officer who shares those values and enjoys working with people. Whether you are welcoming someone on their first day, supporting employees through a people matter, or making sure our systems and records are up to date, you will play an important part in helping colleagues feel supported throughout their time with us.

About the Role

This is a varied and rewarding role where no two days are the same. You will play an important role in creating a positive employee experience, supporting colleagues at every stage of the employee journey. From attracting and recruiting talented people to providing responsive HR support throughout their employment, you will help ensure our workforce feels valued, supported and equipped to thrive.

As Workforce Officer, you will coordinate recruitment and onboarding, ensuring candidates have a positive experience from application through to their first day. This includes arranging interviews, completing pre-employment checks, preparing contracts and welcoming new colleagues as they settle into their roles at YMCA Humber.

You will also act as a friendly first point of contact for managers and employees, providing guidance on HR policies and procedures. Working closely with the People and Policy Manager, you will support a range of workforce activities, including attendance management, family leave, employee relations and maintaining accurate employee records, helping to ensure our people are supported fairly, consistently and in line with best practice.

A key focus within this new role will be ensuring our online HR systems are accurate and organised, with our Workforce Officer taking a lead in all process changes throughout an employees lifecycle, from maintaining confidential records, producing employment documentation and helping ensure workforce information is reliable, secure and up to date.

You will help create a positive employee experience supporting wellbeing initiatives, staff communications and engagement activities, creating an inclusive workplace where everyone feels welcome, respected and able to be themselves. In addition, you will play an important part in promoting equality, diversity and inclusion across the organisation aligning to our values and operating principles here at YMCA Humber.

Another important part of the role is helping us maintain a safe, skilled and compliant workforce. You'll monitor mandatory training, produce compliance reports, work with managers to keep training on track, and ensure learning records are accurate and up to date.

We are always looking for ways to improve what we do, so we are keen to hear ideas, simplify processes and make life easier for managers and colleagues. So, if you enjoy spotting opportunities to improve the way things work, and have a will to progress you are the ideal fit for us.

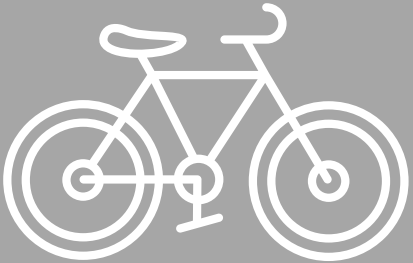
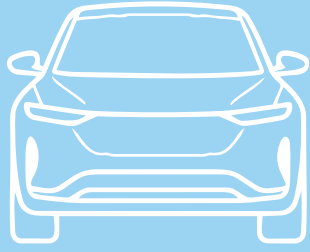
Why Join YMCA Humber?

At YMCA Humber, you will be joining more than just a workplace, you will become part of a team that genuinely cares about people and the positive difference we make in our communities every day across North East Lincolnshire.

In return, you will have the opportunity to develop your HR career in a supportive and collaborative environment, contribute to projects that improve how we support our colleagues, and play a valued role where your ideas, initiative and fresh thinking are encouraged. Above all, you will be part of a team that works together, celebrates success, and is passionate about creating a great place to work for everyone.

Qualifications	• CIPD Level 3 Foundation Certificate (or above) preferred. • Evidence of continued professional development. • Minimum of Grade 6 in English (or) • 2 years experience HR / People Services.
Experience	• Exceptional organisational and interpersonal skills. • Digitally confident in HR information systems. • Ability to provide clear, practical HR advice in line with policy. • Commitment to delivering customer focused HR services.

YMCA HUMBER *Benefits that support you*

 Buying & Selling Annual Leave	 Cycle To Work Scheme	 Access to Onsite Gym	 Wellbeing Support Sessions	 Staff Uniform Provision
 Free Parking & Expenses	 Real Living Wage Employer	 Training Progression	 Tickets For Good Account	 Blue Light Card Discount

We offer a supportive, inclusive workplace where you can make a real difference. You'll benefit from training and development opportunities, regular support, a positive work-life balance, and access to wellbeing support all within a values-driven organisation that values its people.

Time to Apply and Make a Difference

At YMCA Humber, we are committed to creating supportive, inclusive, and empowering environments where individuals and communities can thrive.

We welcome applications from people who are passionate about making a positive difference, value teamwork and respect, and are committed to delivering high-quality support and services.

Whether you are experienced in the sector or looking to develop your career within a values-driven organisation, we encourage you to apply and become part of a team dedicated to supporting people to reach their full potential.

Applying for a role with YMCA Humber could not be simpler.

Read the job pack carefully to make sure the role is right for you.

Submit your CV and Covering Letter before the closing date to :

Ceinwen Fews : People and Policy Manager

e-mail : ceinwen.fews@ymca-humber.com

phone : 01472 403020 ext 550

Equality, Diversity and Inclusion Statement

Individuals with different cultures, perspectives and experiences are at the heart of the what YMCA Humber operates, and whilst our core values of 'protect, trust, hope and persevere' are based upon Christian principles, our desire and aim is to recruit, develop and retain the most talented people, irrespective of background, making best use of their talents.

YMCA Humber is committed to building inclusive, resilient communities.
We welcome applications from all backgrounds and life experiences.