



Role	Maintenance Lead	Department	Assets and Property
Reports to	Head of Assets and Property	Contract Type	Contracted Hourly

Job Summary

The Premises Lead will be primarily responsible for the management and upkeep of all YMCA properties, facilities, and grounds, ensuring that standards of repair, cleanliness, and safety are consistently met across the organisation. Leading the Premises Team, this lead role will oversee routine maintenance, cleaning, and groundskeeping activities, ensuring resources are deployed efficiently and effectively. By implementing robust systems, monitoring performance, and supporting continuous improvement, you will create and maintain safe, welcoming, and well-presented environments for staff, residents, and visitors.

Key Responsibilities

Repairs and Maintenance Oversight	<ul style="list-style-type: none"> Oversee day-to-day delivery of repairs and maintenance across YMCA Humber properties. Ensure tasks are logged in the maintenance system are completed efficiently and to a high standard. Manage property turnover processes, including cleaning, repairs and preparation of accommodation. Supervise contractors and external tradespeople, ensuring compliance and timely completion of work. Coordinate emergency response for building-related issues, ensuring escalation and rapid resolution.
Facility and Property Oversight	<ul style="list-style-type: none"> Ensure accurate records of maintenance, inspections, and operational activities are maintained. Oversee the opening, closing, and operational readiness of community spaces and buildings. Provide support and coordination for cross-site operations ensuring consistent operational standards.
Ground & Environmental Management	<ul style="list-style-type: none"> Manage the maintenance and presentation of YMCA Humber grounds, ensuring safe, clean, and welcoming outdoor spaces for staff, residents, and visitors. Monitor and improve groundskeeping practices across all locations. Balance quality with efficient resource use, providing feedback to the Head of Assets and Property.
Health, Safety & Standards	<ul style="list-style-type: none"> Ensure all facilities comply with YMCA Humber's health, safety, and operational policies. Monitor and support safe working practices, risk management and regulatory compliance. Act as a key contact for on-site health, safety, and emergency matters, escalating where necessary.
Other duties	<ul style="list-style-type: none"> Support the setup and clean-down of meeting and conference rooms throughout the day and early evening, assisting with both internal and external bookings.
Teamwork & Collaboration	<ul style="list-style-type: none"> Supervise premises and household teams and workload management. Build and maintain effective relationships with contractors, service providers, and external partners.
Working Pattern	<ul style="list-style-type: none"> Flexibility to work days, evening and weekends across multiple sites. Full flexible to support any call out requirements to meet the needs of service delivery.

Education and Qualifications

- Formal Qualification in maintenance or equivalent.
- Training or certification in COSHH and H&S.
- Full Driving Licence (travel between sites essential) .

Skills and Competencies

- Experience managing a facility team.
- Ability to maintain up to date log and reporting software.

Line Management Responsibility.

Act as a line manager to designated staff, providing clear direction, support, and development to ensure the effective delivery of YMCA Humber services. This includes setting objectives, conducting regular supervision and performance reviews, allocating workloads, and fostering a positive, accountable team culture. In addition, managers are responsible for ensuring staff are trained, motivated, and equipped to deliver their roles in line with organisational standards and values.

Accountabilities

Communication & Relationships

- Promote positive service delivery for external and internal users, aligning to the ethos of the YMCA.
- Ensure professional administration of all aspects of work are undertaken in a timely manner.
- Ongoing communications with department managers and leads when required.
- Promote an open and inclusive working style.

Information Services

- Use internal YMCA Humber Information Technology systems to support day to day delivery of your role.
- Maintain accurate records and data on organisational databases.
- Ensure Mandatory GDPR Training requirements are met on an annual basis.
- Where role requires, access and implement online external sites so as to process different admin requirements.

Training & Development

- Attend regular one to one reviews, team meetings and reflective practice sessions with your Line Manager.
- Undertake mandatory training courses in line with YMCA Humber requirements.
- Undertake job specific training which will enable you to carry out your role and enhance your skills.
- Take an active lead in personal development activities to enable you to develop within your role.

Policies & Strategies

- Ensure your working practice complies with all YMCA Humber policies and procedures.
- Ensure you have read and consented to all mandatory policies during your probationary period.
- Have sight of online policies aligned directly to your role, including Fire Safety, Risk and GDPR Awareness.
- Awareness of the current Values and Strategies of the organisation.

Planning & Organisation

- Ability to plan own work schedule to support departmental targets.
- Flexibility to make decisions and contingencies to ensure effective completion of assigned tasks.
- Ability to work within the remit of the daily timetable and ensure day to day workload is completed.
- Ability to adjust methods and plans based on business needs.

Safeguarding & Confidentiality

- Ensure effective safeguarding process are on place are adhered to at all times.
- Highlight any potential safeguarding issues, actioning where appropriate.
- Undertake full Safeguarding Training in Adults and Children's Services in line with organisational need.
- Ensure data is confidential and processed in accordance with the General Data Protection Regulations 2018.

Conduct & Behaviour

- Conduct yourself in line with the general standards of conduct and behaviour.
- Have awareness of risk, health & safety at work and data protection requirements.
- Embrace the cultural diversity and beliefs of colleagues and service users.
- Operate in a professional and inclusive way through all aspects of your role.

Other Requirements

- Flexibility to work across multiple locations across the Humber Region to meet the needs of the organisation.
- Undertake any other duties as may, from time to time, be required which are commensurate with the post.
- A willingness to work to a variety of hours including evenings, weekends and bank holidays.
- Commitment to the YMCA Humber Vision, Values and Christian Ethos.



YMCA

Here for young people
Here for communities
Here for you

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