

Placements Officer

Be part of something that changes lives - including yours



YMCA DERBYSHIRE

Job Description

Key Details

Salary: £27,008.80
Hours: Full Time – 35 hours per week
Location: Campus 770 London Road, Derby
Driving licence & access to a car required

For an informal chat please contact: Tamara Maguire on 07715 243468

The Role In A Nutshell

You'll oversee assessments, allocations and move on activity within our supported accommodation pathways.

You'll be part of our Housing Management Team, making sure our residents are placed in suitable accommodation across Derbyshire.

This isn't just housing management. This is being the person who gives residents an opportunity to thrive and learn to live independently.

What You'll Be Doing

You will take ownership of all placements, co-ordinating with Supported Housing Managers on allocations.

- Receiving and managing referrals
- Undertaking assessments
- Manage resident allocations
- Co-ordinating internal moves along our pathways

Tel: 01332 579 550

Email: enquiries@ymcaderbyshire.org.uk

Web: ymcaderbyshire.org.uk

YMCA Derbyshire: Registered office 770 London Road, Derby, DE24 8UT. Registered in England no. 03061837. Charity no. 1049904.

What Success Looks Like

- Void rates kept to a minimum and achieving KPIs
- Resident satisfaction feedback with their placement
- Low levels of complaints and ASB



Knowledge & Qualifications

Essential

- Experience in assessing individuals needs
- Background in social / affordable / supported housing
- Strong organisation, communication and relationship-building skills
- Full driving licence, business insurance, and access to a car

Desirable

- Safeguarding Level 3
- Housing management background
- Project management experience



Skills

- Proactive, self-motivated, and solutions-focused
- A confident communicator who can engage and challenge positively
- Great at building relationships with professionals and colleagues
- Highly organised and comfortable juggling multiple priorities
- Comfortable using digital systems
- Passionate about improving services and trying new ideas



Experience

Essential

- Proven ability to work, engage and communicate well with vulnerable individuals is essential.
- Social, affordable or supported housing background.
- Ability to achieve financial targets and proactively plan to avoid losses.



Terms & Conditions

What You'll Get	The Formal Bits
• 33 days holiday (including Bank Holidays) • Pension auto-enrolment after 3 months • A role where your work genuinely changes lives • Supportive team and meaningful work every single day • People celebration event each year. (Celebrating our Peoples Achievements) • Recognition initiatives such as employee of the year and star of the quarter • Met Life EAP for you and online doctor for you and your family. • Life Assurance 2 times your annual salary • Christmas/ Easter and Quarterly Treats • Your Birthday off every year • Long Service rewards • Training and Development • Wellbeing initiatives • Subsidised Costco card	• 35 hours per week, including some evenings • Subject to two references, Enhanced DBS, and 6-month probation • Required to work within YMCA Derbyshire policies and procedures • Committed to equality, diversity, and inclusion in all we do

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About YMCA Derbyshire (Why This Role Matters)

This is an exciting opportunity for you to join YMCA Derbyshire, a vibrant local charity that focuses on the following key areas of work:

- **Housing** - We provide over 200 bed spaces for individuals to support people to rebuild their lives we do this by creating a safe, stable environment where they can learn, grow and realise their potential, regardless of their past or present circumstances. Alongside this we provide affordable housing for young people.
- **Family and Youth Work** - We provide high-quality early years childcare and education services through our nurseries, before and after school clubs, holiday clubs and in schools education services. Family Support and Youth Work services are also available through our Community Hubs.
- **Support, Advice, Health, Wellbeing** – We offer a wide range of community services, including youth programmes, mental health support, horticultural activities, poverty relief through food provision, community pantries, and access to warm, welcoming spaces.
- **Training and Education** - Through YMCA Key College, we offer vocational training, work experience and employment pathways for young people who find mainstream education challenging. We also offer a range of bespoke employability programmes.



Everyone should have a fair chance to discover who they are and what they can become.

Our Vision

Enabling young people and communities to thrive — to fulfil dreams, belong, grow, and prosper.

Our Mission

To develop the whole person: body, mind, and spirit.

Our Values (1 Corinthians 13:4–7)

Protect | Trust | Hope | Persevere

Together, we create places where people flourish.

Equality and Diversity Statement

YMCA Derbyshire is committed to promoting equality and diversity in all aspects of its operations. We value and embrace individual differences and believe that everyone should be treated with respect and dignity. We welcome people from all backgrounds, irrespective of age, disability, gender, race, religion, sexual orientation, or any other characteristic.

Safeguarding Matters Here

Safeguarding is central to everything we do. We're looking for someone who shares that commitment and puts the wellbeing of young people first, always.

Ready to Apply?

If you want a housing role that's about more than properties — it's about people — we'd love to hear from you.

Apply online at www.ymcaderbyshire.org.uk

