

YMCA LINCOLNSHIRE

Deputy Childcare Manager Recruitment Pack

YMCA

Here for young people
Here for communities
Here for you



A Message From Our CEO

Thank you for taking the time to explore the opportunity to join our Nurseries Team at YMCA Lincolnshire.

YMCA Lincolnshire currently operates in five nurseries across the county, including two in Gainsborough, two in Lincoln and one in Alford, offering high-quality early years education for children aged from infants up to school age.

Our mission as a service is to ensure children in our county are provided with the best possible start in life through supporting families in disadvantaged areas. We support children to broaden their personal development, their experiences and to build ambition for their future lives.

Welcome to YMCA Lincolnshire

YMCA Lincolnshire has operated in our county for over 155 years, providing support to vulnerable and at risk young people and adults. We are proud to be a local charity, where every penny raised goes back into delivering meaningful services to people across Lincolnshire,

Whilst rooted in our locality, we understand how important it is to be a member of the YMCA England and Wales Federation and linked to the wider worldwide YMCA family, the world's oldest youth movement. We recognise the Christian foundations upon which the YMCA was founded back in 1844, particularly encouraging people to Belong, Contribute and Thrive, and ensure we interpret those values in a modern, contemporary context.

Our charity is committed to fostering a truly equal and inclusive environment where everyone is welcomed, valued, and supported to reach their full potential. We actively challenge discrimination and social injustice, embracing diversity because it strengthens our organisation and the communities we serve.

If you are interested in this role, and believe you have the experience, skills and values we are looking for, we very much look forward to hearing from you.

Chris Kirkwood
Chief Executive
YMCA Lincolnshire



The Difference We've Made

Our Purpose

“To ensure that people and communities across the county have the opportunity to belong, contribute and thrive so that they feel safe valued and fulfilled.”

Our Values

Compassionate

Committed to empathy, high-quality listening and understanding of those that we work alongside.

Person-centred services built upon solid foundations of trust, respect, and open and effective communication.

Compassion will be evidenced in what we do, what we say and how we say it.



Brave

Open to new and innovative ideas, and having the courage to explore them.

Courage to speak up and speak out, particularly against injustice and inequity.

Not being afraid to challenge the way we have always done things, in order to be the best we can be.



Collaborative

We will bring together individual expertise, experience and resources to identify and deliver great work with those most in need.

Continually identifying opportunities for meaningful partnerships to increase the impact, reach and longevity of our work.

Great results come from working together and not just in our own 'box'.



Supportive

An environment of safety and security where people experience genuine human connection, care and support that helps them thrive emotionally, socially and mentally.

Encourage and support people to achieve their goals and aspirations.

Having systems in place to support the work we do - to help people to achieve their best version of themselves.



Our Principles

Rooted in, and acknowledging our Christian foundations, our five principles guide us in fulfilling our purpose while fostering a people-centred culture that values, supports, and recognises the dedication of all employees and volunteers.

Principle 1: We are one team delivering a shared purpose.

Principle 2: All people are valued and their contributions are recognised.

Principle 3: We are inclusive; recognising and celebrating the positive benefits that diversity and difference brings.

Principle 4: We encourage openness and transparency at every level.

Principle 5: We support, enable and promote the health, safety and wellbeing of all; balancing the demands of the working environment and an individual's personal life.

ROLE DESCRIPTION

Job Title Deputy Childcare Manager

Salary £24,376.28 (FTE £27,542.03)

Hours 37.5 hours per week (Term Time Only) + 1 week training

Closing Date Friday 23rd October 2026 at 5pm

Location Qwackers Pre-School, Hanby Lane, Alford, LN13 9BN, with some travel to other YMCA Lincolnshire sites

Benefits 31 days annual leave including Bank Holidays, Workplace Pension through People's Pension, subsidised Health Care Plan, free parking at main site, YMCA Lincolnshire Specific Discounts (listed at end of document).

Role Purpose

Support the Childcare Manager to run a safe, welcoming nursery where every child can learn and take part. Lead staff practice in line with the Early Years Foundation Stage (EYFS), with particular attention to children with special educational needs and disabilities (SEND).

Lincolnshire YMCA is a local charity with a vision to assist in the development of children, young people, families and their local community. To encourage individuals to positively contribute to society as well-rounded citizens with community-based morals and values. The YMCA is diverse; operating childcare, youth work, housing, fitness and work within schools at several sites throughout Lincolnshire.

Duties and Responsibilities

- Supporting children with SEND adapting activities, routines and the environment so children with SEND can participate alongside their peers and develop at their own pace.
- Work with families and key persons to understand each child's strengths, needs, interests and communication preferences. Listen to children and include their views in ways that suit their development.
- Coordinate support with the Childcare Manager, families, staff and relevant outside professionals.
- Help staff notice emerging needs early, plan appropriate support, put it into practice and review its impact.
- Share practical guidance with the team and support smooth transitions for children.
- Promote respectful, inclusive practice that values each child and family.
- Promote positive behaviour in line with nursery procedures and YMCA Lincolnshire values.
- Plan and review engaging learning experiences across the EYFS.
- Act as the person in charge when required.

- Support, supervise and appraise colleagues; identify training needs, share EYFS and SEND knowledge, and help students and volunteers learn safely.
- Work with the manager and room leaders to maintain and review quality encouraging reliable, respectful teamwork and ensure rooms and cleaning tasks run effectively.
- Attend staff meetings and relevant training, including training days outside of term time and maintain current knowledge and follow the setting's policies and professional standards.
- Build positive relationships with families, share information appropriately and show prospective families around the nursery.
- Support registration, place allocation, nursery software, stock control and payment recording in line with nursery procedures.
- Work constructively with colleagues across Lincolnshire YMCA and with outside agencies involved in children's care.

This job description is not intended to be a complete inventory of all the activities the job holder would be expected to undertake. The job holder is required to comply with all the nursery's policies and procedures and to meet their responsibilities under the Health and Safety at Work Act.

This Job Description will be subject to review and change, in line with future development.

Person Specification

Essential

Relevant recognised Level 3 qualification and experience in an early years setting, including work with children aged 0 to 5.

Experience supervising a small team, applying the principles of Early Years Foundation Stage and working with parents and carers.

Understanding of child development, safeguarding, inclusive practice, equality legislation, health and safety, and relevant early years requirements.

Clear communication with children and adults; good organisation, reliable record keeping, confidentiality, basic IT skills and commitment to safeguarding.

Experience supporting children with SEND and working with outside professionals.

Desirable

Relevant Level 4 or 5 qualification, ongoing professional development, recent paediatric first aid, food hygiene and safeguarding training.

Presentation, creative, financial, administration and leadership skills.

General Responsibilities of all Staff:

Safeguarding

YMCA Lincolnshire is committed to the principles and practices of safeguarding. We believe safeguarding has paramount importance, and everyone in the Association shares an objective to help keep young people and vulnerable adults safe. Each staff member is required to take personal responsibility for ensuring the safeguarding of others and maintaining own knowledge and understanding through continued familiarity with YMCA Lincolnshire policies and guidance, promoting safe practice and reporting any concerns

Equality & Diversity

YMCA Lincolnshire is committed to developing and embedding AJEDI (Anti-Racism, Justice, Equality, Diversity and Inclusion) practice throughout the organisation. We recognise the importance of this, and that positive AJEDI practice will become integral to all our work.

Every staff member and volunteer at YMCA Lincolnshire is personally responsible for ensuring that AJEDI practice is recognised and promoted through all aspects of their work. This will be achieved through developing knowledge and understanding, and celebrating the benefits to our work and beneficiaries that diversity and difference brings.

Health & Safety

YMCA Lincolnshire is committed to the health, safety and welfare of our residents, service users, employees, and all visiting stakeholders. Each staff member is required to ensure that they and others take notice of and operate within Association Health and Safety guidelines.

Benefits of Working at YMCA Lincolnshire

- Role specific training
- 25% off The Showroom Café
- 20% off YMCA Lincolnshire charity shops
- 10% discount on gym membership at Everlast Lincoln
- 27% discount on gym membership at My Gym Lincoln
- 10% off YMCA Lincolnshire nurseries childcare
- Free climbing sessions (availability dependent)
- Healthcare Cashback
- Blue Light Card eligibility
- B&Q Tradepoint card
- Free tea & coffee at all sites
- Free parking at main office (The Showroom) site



How To Apply

Your application should comprise of the three completed forms below (these can be accessed by clicking on them) -

- [Application Form](#)
- [Personal Details Form](#)
- [Equality & Diversity Monitoring Form](#)

Please send your completed Application Form, Personal Details Form and Equality and Diversity Monitoring Form to recruitment@lincsymca.co.uk

The closing date is Friday 23rd October 2026 at 5pm.

Thank you for your interest in YMCA Lincolnshire, we take great joy from meeting like-minded people who hope to join us in making a difference to some of the most vulnerable members of our community.



