<table>
<thead>
<tr>
<th>POSITION</th>
<th>CONTRACT/ OCCASIONAL</th>
<th>VENUE</th>
<th>SALARY</th>
<th>HOURS</th>
<th>ROLE REQUIREMENTS</th>
<th>Essential Qualifications</th>
<th>Desirable Qualifications</th>
<th>CLOSING DATE</th>
<th>APPLICATION DETAILS</th>
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</table>
| Duty Manager - Events| Contracted           | Scarborough Spa/Whitby Pavilion | £9.53 per hour | 37 hours per week to include evenings, weekends and bank holidays. | • To assist the Operations and Events Manager in the efficient running of the venues through effective and efficient control of the day and night operational duties/events.  
  • Management/supervision and training staff.  
  • Ensure maintenance of the building is checked and any defects reported/completed.  
  • Ensure excellent customer journey and front of house standards are maintained.  
  • Experience in a similar role in an entertainment facility.  
  • Experience delivering large events and meeting deadlines, with excellent organisation skills.  
  • Excellent customer service and communication skills.  
  • IT skills.  
  • Box Office experience.  
  • Cash handling experience.  
  • Knowledge of database systems, Word and Excel.  
  • Excellent customer service and communication skills.  
  • GCSE passes at C or above, particularly in Maths and English (or equivalent). | SIA Badge Holder.  
  First Aid Certificate.  
  Knowledge of basic building systems, BMS, heating, lighting, CCTV and intruder/fire alarm panels. | | 05.10.18 | Send applications to Karen Smith, HR Department, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH  
  Email: jobapplications@siv.org.uk |
| Box Office Assistant | Contracted           | Scarborough Spa                | £8.68 per hour | 18 hours per week to include evenings, weekends and bank holidays. | • To actively market and sell show and event tickets to the public and other information regarding all events at the venues.  
  • To accurately process theatre and entertainment bookings via internet, telephone or post using computerised systems.  
  • All administration tasks relative to bookings.  
  • Reception cover.  
  • Box Office experience.  
  • Cash handling experience.  
  • Knowledge of database systems, Word and Excel.  
  • Excellent customer service and communication skills.  
  • GCSE passes at C or above, particularly in Maths and English (or equivalent). | A Level or degree qualification in related studies. | | 05.10.18 | Send applications to Karen Smith, HR Department, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH  
  Email: jobapplications@siv.org.uk |
| Health and Fitness Advisor | Contracted       | Springs Leisure Centre         | £8.03 per hour | 22 hours per week to include evenings, weekends and bank holidays. | • Customer facing role.  
  • Gym inductions and personal fitness programmes.  
  • Cleaning and quality control.  
  • Responsibility for health and safety of customers at all times.  
  • YMCA Certificate in Fitness Instructing GYM Level 2.  
  • Premier Personal Training Solutions Diploma.  
  • The Wright Foundation YMCA GP Referral.  
  • Gayton GP Referral.  
  • YMCA Exercise to Music qualification or Body Training Systems qualification via Fitness Professionals. | | | 05.10.18 | Send applications to Lindsey Bassinder, Administrator, Springs Leisure Centre, East Bank Road, Sheffield, S2 2AL.  
  Email: jobapplications@siv.org.uk |
| Leisure Assistant    | Contracted           | Westfield Sports Centre        | £7.83 per hour | 9.5 hours per week to include evenings, weekends and bank holidays. | • Customer facing role.  
  • Lifeguard and pool supervision.  
  • Activity and special event set up.  
  • Monthly compulsory training.  
  • National Pool Lifeguard qualification.  
  • First Aid at Work qualification.  
  • ASA Level 2 Swimming Instructor Certificate. | | | 05.10.18 | Send applications to Lindsey Bassinder, Administrator, Westfield Sports Centre, Eckington Road, Sheffield, S20 1HQ.  
  Email: jobapplications@siv.org.uk |
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<tr>
<th>Position</th>
<th>Location</th>
<th>Hourly Rate</th>
<th>Hours Provided</th>
<th>Duties</th>
<th>Skills Required</th>
<th>Experience Start Date</th>
<th>Email Address</th>
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</thead>
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<tr>
<td>Event Cashier</td>
<td>Coleridge Road, Attercliffe, Sheffield S9 5DA</td>
<td>£8.40 per hour</td>
<td>Occasional hours as and when required to include evenings, weekends and bank holidays.</td>
<td>Accurate cash handling and reporting on events for the catering department. Balancing the safe and bulk coin. Preparing paperwork and reports. Using the till system and counting machines. Preparing the banking for collection.</td>
<td>Previous cash handling experience. Excellent communication skills, written and verbal. Attention to detail. Applicants should note the role will require moving through large areas of the Arena carrying money bags.</td>
<td>12.10.18</td>
<td><a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a></td>
</tr>
<tr>
<td>Food &amp; Beverage Assistant</td>
<td>iceSheffield</td>
<td>£7.83 per hour</td>
<td>4 hours per week to include evenings, weekends and bank holidays.</td>
<td>Customer facing role. Serving food and beverage. Birthday parties and special events cover. General cleaning and hygiene duties. Anyone serving alcohol must be over 18.</td>
<td>Excellent customer service skills. Numeracy Skills.</td>
<td>05.10.18</td>
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<tr>
<td>Food &amp; Beverage Assistant</td>
<td>iceSheffield</td>
<td>£7.83 per hour</td>
<td>Occasional hours as and when required to include evenings, weekends and bank holidays.</td>
<td>Customer facing role. Serving food and beverage. Birthday parties and special events cover. General cleaning and hygiene duties. Anyone serving alcohol must be over 18.</td>
<td>Excellent customer service skills. Numeracy Skills.</td>
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</tr>
<tr>
<td>Sales &amp; Service Consultant</td>
<td>Ponds Forge ISC</td>
<td>£8.03 per hour</td>
<td>Contracts available up to 16 hours per week, plus occasional hours as and when required to include evenings, weekends and bank holidays.</td>
<td>Generate new memberships, selling and promoting the facilities. Operate efficient and effective front of house service, meeting and greeting customers. Cash handling. Maintaining, developing and enhancing customer relationships. Carrying out tours of the facilities. Accurate data capture which is timely, consistent and relevant. Working to set targets.</td>
<td>Experience in a similar role, working to set targets. Excellent communication, customer service and organisational skills. Able to work under pressure. Microsoft Office Skills.</td>
<td>05.10.18</td>
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<tr>
<td>Food &amp; Beverage Assistant</td>
<td>Ponds Forge ISC</td>
<td>£7.83 per hour</td>
<td>Occasional hours as and when required to include evenings, weekends and bank holidays.</td>
<td>Customer facing role. Serving food and beverage. Birthday parties and special events cover. General cleaning and hygiene duties. Anyone serving alcohol must be over 18.</td>
<td>Excellent customer service skills. Numeracy Skills.</td>
<td>05.10.18</td>
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</tr>
<tr>
<td>Kitchen Assistant</td>
<td>Ponds Forge ISC</td>
<td>£8.23 per hour</td>
<td>16 hours per week to include evenings, weekends and bank holidays.</td>
<td>Prepare and produce food menu items on call order basis. Set up and replenish food counters. Ensure appropriate storage and disposal of food commodities. Operate clean as you go operation. Adhere to Company health &amp; safety policy and health, safety and hygiene legislation.</td>
<td>Experience in a similar role. Working knowledge of Health, Safety and Hygiene regulations, including COSHH and HACCP. Food Hygiene Certificate.</td>
<td>05.10.18</td>
<td><a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a></td>
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<td>Kitchen Assistant</td>
<td>Ponds Forge ISC</td>
<td>£8.03 per hour</td>
<td>Contracts available up to 16 hours per week, plus occasional hours as and when required to include evenings, weekends and bank holidays.</td>
<td>Generate new memberships, selling and promoting the facilities. Operate efficient and effective front of house service, meeting and greeting customers. Cash handling. Maintaining, developing and enhancing customer relationships. Carrying out tours of the facilities. Accurate data capture which is timely, consistent and relevant. Working to set targets.</td>
<td>Experience in a similar role, working to set targets. Excellent communication, customer service and organisational skills. Able to work under pressure. Microsoft Office Skills.</td>
<td>05.10.18</td>
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</tr>
<tr>
<td>Event Cashier</td>
<td>FlyDSA Arena</td>
<td>£8.40 per hour</td>
<td>Occasional hours as and when required to include evenings, weekends and bank holidays.</td>
<td>Accurate cash handling and reporting on events for the catering department. Balancing the safe and bulk coin. Preparing paperwork and reports. Using the till system and counting machines. Preparing the banking for collection.</td>
<td>Previous cash handling experience. Excellent communication skills, written and verbal. Attention to detail. Applicants should note the role will require moving through large areas of the Arena carrying money bags.</td>
<td>12.10.18</td>
<td><a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a></td>
</tr>
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<td>Event Cashier</td>
<td>Coleridge Road, Attercliffe, Sheffield S9 5DA</td>
<td>£8.40 per hour</td>
<td>Occasional hours as and when required to include evenings, weekends and bank holidays.</td>
<td>Accurate cash handling and reporting on events for the catering department. Balancing the safe and bulk coin. Preparing paperwork and reports. Using the till system and counting machines. Preparing the banking for collection.</td>
<td>Previous cash handling experience. Excellent communication skills, written and verbal. Attention to detail. Applicants should note the role will require moving through large areas of the Arena carrying money bags.</td>
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<td>Position</td>
<td>Contract Type</td>
<td>Location</td>
<td>Pay Rate</td>
<td>Hours/Week</td>
<td>Responsibilities</td>
<td>Qualifications</td>
<td>Deadline</td>
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<tr>
<td>Duty Manager</td>
<td>Contracted</td>
<td>Ponds Forge ISC</td>
<td>£9.53 per hour</td>
<td>37 hours per week to include evenings, weekends and bank holidays</td>
<td>Responsible for managing the day to day running of the building in line with the venues policies and procedures. Reporting any defects in machinery, equipment or buildings via the helpdesk and to senior management where necessary. Managing and supervising the staff on duty.</td>
<td>First aid at work qualification. Customer service experience. Defib qualification.</td>
<td>12.10.18</td>
</tr>
<tr>
<td>Bars Manager</td>
<td>Contracted</td>
<td>Sheffield City Hall</td>
<td>£20,000 per annum</td>
<td>37 hours per week to include evenings, weekends and bank holidays</td>
<td>Monitor, control and operate bar facilities. Meet high standards of health, safety and hygiene. Maximise opportunities to improve performance and standards. Recruit, manage and develop beverage staff to deliver outstanding customer service. Act as Duty Manager as part of a rota within Venue.</td>
<td>Experience of working in a catering environment. Experience of supervising and managing staff. Excellent customer service and communication skills. Personal Alcohol Licence. BBI Qualification. Experience of high volume bar service and cellular management.</td>
<td>12.10.18</td>
</tr>
<tr>
<td>Leisure Assistant</td>
<td>Contracted</td>
<td>Hillsborough Leisure Centre</td>
<td>£7.83 per hour</td>
<td>1x37 hours per week to include evenings, weekends and bank holidays</td>
<td>Customer facing role. Lifeguard and pool supervision. Activity and special event set up. Monthly compulsory training.</td>
<td>National Pool Lifeguard qualification. National Pool Lifeguard qualification. First Aid at Work qualification. ASA Level 2 Swimming Instructor Certificate.</td>
<td>12.10.18</td>
</tr>
<tr>
<td>Catering Assistant</td>
<td>Occasional</td>
<td>FlyDSA Arena</td>
<td>£7.83 per hour</td>
<td>Occasional hours as and when required to include evenings, weekends and bank holidays.</td>
<td>Customer facing role. Serving food and beverage. Cleaning duties. Anyone serving alcohol must be over 18. Excellent customer service skills. Numeracy Skills.</td>
<td></td>
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</tr>
<tr>
<td>Domestic Assistant</td>
<td>Contracted</td>
<td>Hillsborough Leisure Centre</td>
<td>£7.83 per hour</td>
<td>2x30 hours per week to include evenings, weekends and bank holidays</td>
<td>Maintenance and deep cleaning. Quality control. Special event cover. Use of cleaning equipment.</td>
<td>Customer service experience Previous experience.</td>
<td>12.10.18</td>
</tr>
<tr>
<td>Leisure Assistant</td>
<td>Contracted and Occasional</td>
<td>Hillsborough Leisure Centre</td>
<td>£7.83 per hour</td>
<td>1x16 hours per week to include evenings, weekends and bank holidays</td>
<td>Customer facing role. Lifeguard and pool supervision. Activity and special event set up. Monthly compulsory training.</td>
<td>National Pool Lifeguard qualification.</td>
<td>12.10.18</td>
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For more details on job applications, send your resume to: jobapplications@siv.org.uk.
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<th>Location</th>
<th>Hours &amp; Rate</th>
<th>Qualifications</th>
<th>Duties</th>
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</table>
| Athletics Coach                           | Occasional      | English Institute of Sport - Sheffield | £9.42 or £14.03 per hour dependent on level of qualification | Occasional hours as and when required to include evenings, weekends and bank holidays. | • Teach athletics to all age ranges and abilities.  
• Produce and deliver 10 week session plan with the 365 Awards Scheme.  
• Compulsory training approx. every 10 weeks.  
• Correctly set up, dismantle and store equipment.  
• Level 1 & 2 Coaching qualification.  
• Customer Service Skills.  
• First Aid at Work.  
• Disability Awareness Training.  

| Personal Trainers                         | Self-employed   | Working across the multiple Fitness Unlimited venues | Opportunities on an income split agreement. | • Help to introduce you to our members with personal taster sessions and group exercise classes.  
• Build your own business providing personal training sessions in our gym.  
• Level 3 Personal Training Qualification.  
• Experience working in a gym based environment or as a Personal Trainer.  
• Group Exercise qualification.                                                                                                                                                                                                                                                |
| Gymnastics or Trampoline Coaches          | Occasional      | Various venues in Sheffield     | £9.42 or £14.03 per hour dependent on level of qualification | Occasional hours as and when required to include evenings, weekends and bank holidays. | • Coach gymnastics or trampoline to all age ranges and abilities.  
• Customer facing role, ability to deal with queries regarding lessons.  
• Responsibility for health and safety of customers at all times.  
• Complete administration duties regarding registers, records of achievement and other admin duties as required.  
• Gymnastics or trampoline coach Level 1 or above.  
• Previous Experience First Aid Qualification.  

| Swimming Teacher                          | Contracted and Occasional | Various Venues in Sheffield | £14.03 per hour | Contracts available from 2 hours to 12 hours per week, occasional hours as and when required to include evenings, weekends and bank holidays. | • Teach swimming to all age ranges and abilities.  
• Customer focused and able to deal with queries regarding swim lessons.  
• Compulsory monthly training.  
• ASA or STA Level 2.  
• NPLQ or NRASTC rescue qualification. |