

CONTRACTED STAFF BENEFITS

FREE USE OF WORLD CLASS FACILITIES • FREE UNIFORM (dependent on role) • DISCOUNT ON MEALS • OPTION TO JOIN DEFINED CONTRIBUTION PENSION SCHEME

Rates of Pay for 16 year olds are 80% of the rate shown and for 17 year olds 90% of the rate shown.

POSITION	CONTRACT/ OCCASIONAL	VENUE	SALARY	HOURS	ROLE REQUIREMENTS			CLOSING DATE	APPLICATION DETAILS
					Role	Essential Qualifications	Desirable Qualifications		
Domestic Assistant	Contracted	Hillsborough Leisure Centre	£7.83	12 hours per week to include weekends evenings and bank holiday working	<ul style="list-style-type: none"> Maintenance and deep cleaning. Quality control. Special event cover. Use of cleaning equipment. 	Customer service experience.	NVQ Level 2 qualification in Cleaning & Support Services (Building Interiors). Previous experience.	07.12.18	Send application forms to Tracey Hawksworth, Hillsborough LC, Beulah Road, Sheffield, S6 2AN Email: jobapplications@siv.org.uk
Events Support and Logistics	Contracted	FlyDSA Arena	£8.40 per hour	30 hours per week to include evenings, weekends and bank holidays	<ul style="list-style-type: none"> Support the Catering Duty Manager on event days by assisting with logistics, administration and staffing issues to maximize sales. Receive and distribute deliveries for the Catering Department on non event days, ensure delivery is correct and complete required procedures. Assist the Catering Duty Manager in post event operations to ensure all catering areas meet the agreed standards, eg safe and clean in accordance with Health, Safety and Health, Hygiene standards. 	Experience in a similar role. Ability to delegate and supervise. Attention to detail. Excellent communication and customer service skills. IT skills. Level 2 Health & Hygiene Certificate. Ability to follow and understand the HACCAAP system.	Forklift Truck Licence. Trained in Pallet Truck Use. Knowledge of Cellar Management.	07.12.18	Send applications to Karen Smith, HR Department, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH Email: jobapplications@siv.org.uk
Head Chef	Contracted	FlyDSA Arena	£25,000 per annum	37 hours per week to include evenings, weekends and bank holidays.	<ul style="list-style-type: none"> Manage and co-ordinate the kitchen function and kitchen staff. On a daily basis, ensure the kitchen production and delivery of the food and beverage aspects of the business to all users of the facility is to the highest standard. Ensure that all legislative guidelines in relation to health, safety and food hygiene are followed at all times. 	Minimum 2 years experience in a Banquet Kitchen, up to 400 covers as Chef/Head Chef. NVQ Level 2 Food Hygiene. Computer Literacy. Effective communicator.	NVQ Level 3 Food Hygiene or above. Previous Head Chef experience.	07.12.18	Send applications to Karen Smith, HR Department, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH Email: jobapplications@siv.org.uk
Head Chef	Contracted	Scarborough Spa/Whitby Pavilion	£25,000 per annum	37 hours per week to include evenings, weekends and bank holidays.	<ul style="list-style-type: none"> Manage and co-ordinate the kitchen function and kitchen staff. On a daily basis, ensure the kitchen production and delivery of the food and beverage aspects of the business to all users of the facility is to the highest standard. Ensure that all legislative guidelines in relation to health, safety and food hygiene are followed at all times. 	Minimum 2 years experience in a Banquet Kitchen, up to 400 covers as Chef/Head Chef. NVQ Level 2 Food Hygiene. Computer Literacy. Effective communicator.	NVQ Level 3 Food Hygiene or above. Previous Head Chef experience.	07.12.18	Send applications to Karen Smith, HR Department, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH Email: jobapplications@siv.org.uk

Cook	Contracted		Ponds Forge ISC	£8.23 per hour	16 hours per week to include evenings, weekends and bank holidays	<ul style="list-style-type: none"> • 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 & safety policy and health, safety and hygiene legislation. 	<p>Experience in a similar role.</p> <p>Working knowledge of Health, Safety and Hygiene regulations, including COSHH and HACCP.</p> <p>Food Hygiene Certificate.</p>		07.12.18	<p>Send applications to Katie Drabble, Administration Assistant, Ponds Forge ISC, Sheaf Street, Sheffield S1 2BP</p> <p>Email: jobapplications@siv.org.uk</p>
Food and Beverage Assistant	Contracted		Beauchief Golf Course	£7.83 per hour	12 hours per week to include evenings, weekends and bank holidays.	<ul style="list-style-type: none"> • 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. 	<p>Excellent customer service skills.</p> <p>Numeracy Skills.</p>	Basic Food Hygiene Certificate	07.12.18	<p>Send applications to Karen Smith, HR Department, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH</p> <p>Email: jobapplications@siv.org.uk</p>
Health and Fitness Advisor	Contracted		English Institute of Sport	£8.03 per hour	25hours per week to include evenings weekends and bank holidays.	<ul style="list-style-type: none"> • 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.	<p>Premier Personal Training Solutions Diploma.</p> <p>The Wright Foundation.</p> <p>YMCA GP Referral.</p> <p>Gayton GP Referral.</p> <p>YMCA Exercise to Music qualification or Body Training Systems qualification via Fitness Professionals.</p>	07.12.18	<p>Send applications to Gill Townley, HR Administrator, English Institute Sport-Sheffield, Coleridge Road, Attercliffe, Sheffield, S9 5DA</p> <p>Email jobapplications@siv.org.uk</p>
Temporary Project Accountant	Temporary Contract – 6 months		Head Office	£35,000 per annum pro rata	37 hours per week	<ul style="list-style-type: none"> • Prepare, analyse and report on the monthly cash flow position including monthly cash flow forecasting and annual budgeted cash flow forecasts. • Analysis of the fixed asset register and develop a new process. • Formally review monthly reconciliations, including payroll. • Develop policies and procedures to drive improvement in internal controls and ultimately increase the accuracy and effectiveness of information provided. • Timely completion of year end processes to enable production of the published accounts. • Audit liaison and point of contact for audit queries. • Co-ordination of Statutory Accounts preparation for reporting to Luxembourg, UK Charities Commission and Companies House. • Ensure proper accounting for VAT, Corporation Tax and any other tax regulations. • Preparation of quarterly VAT returns, annual Corporation tax packs/returns and other external reporting such as Office for National Statistics and Charity Commission reporting. • Undertake other related projects or duties as required. • Work closely with colleagues to develop excellent working practices. 	<p>Experience on statutory reporting and control issues.</p> <p>Ability to forecast/model complex scenarios and challenge viability of business plans.</p> <p>ACA/ACCA/CIMA qualified with advanced excel skills.</p> <p>Ability to communicate effectively with all levels of management both within the finance team and wider operations team.</p>	<p>Working knowledge of Charities SORP.</p> <p>Working knowledge of Proactis/SUN/Cognos.</p>	14.12.18	<p>Send applications to Karen Smith, HR Department, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH</p> <p>Email: jobapplications@siv.org.uk</p>

General Manager	Contracted		Ponds Forge ISC	Circa £40,000 per annum	37 hours per week	<ul style="list-style-type: none"> Lead an experienced operational management team to deliver the venue's business objectives. Strategically grow the business to achieve consistent outputs. Promote sales culture to drive the bottom line. Oversee delivery of international, national and regional events. 	<p>Significant experience of managing a multi-functional leisure centre. Experienced leader with pragmatic, flexible and commercial approach. Experience in managing and facilitating the delivery of simultaneous world class events.</p> <p>Financial experience including budgeting and forecast management. Proven leadership skills including motivating, enthusing and developing individuals.</p> <p>A values driven approach with a real passion for delivering great service.</p>	NSPCC Level 3 NEBOSH	14.12.18	Send applications to Andrew McNiven, Senior HR Adviser, Ponds Forge ISC, Sheaf Street, Sheffield S1 2BP Email: jobapplications@siv.org.uk
Catering Supervisor	Contracted		Concord Sports Centre	£8.25 per week	28 hours per week to include evenings weekends and bank holiday working	<ul style="list-style-type: none"> On a daily basis, ensure the kitchen production and delivery of the food and beverage aspects of the business to all users of the facility is to the highest standard. Ensure that all legislative guidelines in relation to health, safety and food hygiene are followed at all times. Supervise and manage the catering team Order goods and services as required Customer facing role. Serving food and beverage. Birthday parties and special events cover. 	<p>Experience in a similar role.</p> <p>Working knowledge of Health, Safety and Hygiene regulations, including COSHH and HACCP.</p> <p>Food Hygiene Certificate.</p>	Ability to lead a team	14.12.18	Send applications to Tina Huckle, Concord Sports Centre, Shiregreen Lane, Sheffield, S5 6AE Email: jobapplications@siv.org.uk
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.	<ul style="list-style-type: none"> 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.	Ongoing	Send applications to Andrew McNiven, Senior HR Adviser, Ponds Forge ISC, Sheaf Street, Sheffield S1 2BP Email: jobapplications@siv.org.uk
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.	<ul style="list-style-type: none"> 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	Ongoing	Send applications to Gill Townley, HR Administrator, English Institute Sport-Sheffield, Coleridge Road, Attercliffe, Sheffield, S9 5DA Email jobapplications@siv.org.uk
Personal Trainers	Self-employed		Working across the multiple Fitness Unlimited venues	Self Employed OTE £20k-£40k	Opportunities on an income split agreement.	<ul style="list-style-type: none"> 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.	Ongoing	Send CV and covering letter to Laura Jeffery, Fitness Development & Customer Loyalty Manager by email to: laura.jeffery@siv.org.uk

- Application forms are available at all SIV sites or by contacting the HR Representative for the role.
- Apply online by visiting our Careers section at www.siv.org.uk

- We are an Equal Opportunities Employer and welcome applicants from all sectors of the community.
- Roles classified as 'regulated' activity or include teaching or supervising children or vulnerable adults will require an enhanced check from the Disclosure & Barring Service.