

**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		
<b>Food and Beverage Supervisor</b>	Contracted	Tinsley Golf Course	£8.54 per hour	2 x 10 hours per week to include evenings, weekends and bank holidays.	<ul style="list-style-type: none"> <li>This role involves lone working and early morning starts.</li> <li>To ensure opening and closing procedures are followed and recorded.</li> <li>Work closely and liaise with the Golf Club Committee and members.</li> <li>On a daily basis ensure the kitchen production and delivery of food and beverage aspects of the business to all users of the facility is to the highest standard.</li> <li>Ensure that all legislative guidelines in relation to health and safety and food hygiene are followed at all times.</li> <li>Supervise and manage the catering team.</li> <li>Order goods and services required.</li> <li>Customer facing role.</li> <li>Serving food and beverage.</li> <li>Event cover.</li> </ul>	<p>Experience in a similar role. Previous cash handling experience. Excellent communication skills. Working knowledge of Health and Safety and Hygiene regulations including COSSH and HACCP. Food hygiene certificate.</p>	<p>Ability to lead a team Good IT skills</p>	15.02.19	<p>Send applications to Karen Smith, HR Department, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH</p> <p>Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a></p>
<b>Duty Manager (x1 part time x1 full time)</b>	Contracted	Heeley Swimming Pool and Gym	£9.53 per hour	1 x 37 hours and 1 x 15 hour per week. To include evenings, weekends and bank holiday working.	<ul style="list-style-type: none"> <li>Responsible for managing the day to day running of the building in line with the venues policies and procedures.</li> <li>Upholding the venue standards at all times, ensuring staff do the same.</li> <li>Reporting any defects in machinery, equipment or buildings via the helpdesk and to senior management where necessary.</li> <li>Managing and supervising the staff on duty.</li> </ul>	<p>Experience in supervising staff. Customer service experience. NPLQ Qualification.</p>	<p>First aid at work qualification. Defib qualification.</p>	15.02.19	<p>Send applications to Lindsey Bassinder, Administrator, Heeley Swimming Pool and Gym, Broadfield Road, Sheffield, S8 0XQ</p> <p>Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a></p>
<b>Events Support &amp; Logistics Assistant</b>	Contracted	FLY DSA Arena	£8:40 per hour	30 hours per week to include evenings weekends and bank holidays	<ul style="list-style-type: none"> <li>Support the Catering Duty Manager with events co-ordination.</li> <li>Help manage logistical changes during events.</li> <li>Receive and distribute deliveries for the Catering Team</li> <li>Ensure delivery is correct and complete required procedures.</li> <li>Troubleshoot and report any equipment or maintenance issues.</li> <li>Help ensure all catering areas meet the agreed standards, eg safe and clean in accordance with Health, Safety and Health, Hygiene standards.</li> </ul>	<p>Experience in a similar role. Ability to delegate and supervise. Attention to detail. Excellent communication and customer service skills. Good IT skills. Level 2 Health &amp; Hygiene Certificate. Ability to follow and understand the HACCP food safety system.</p>	<p>Forklift Truck Licence. Trained in Pallet Truck Use. Knowledge of Cellar Management.</p>	15.02.19	<p>Send applications to Karen Smith, HR Department, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH</p> <p>Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a></p>

<b>Food and Beverage Supervisor</b>	Contracted		IceSheffield	£8.25 per hour	20 hours per week to include evenings, weekends and bank holiday working.	<ul style="list-style-type: none"> <li>On a daily basis ensure the kitchen production and delivery of food and beverage aspects of the business to all users of the facility is to the highest standard.</li> <li>Ensure that all legislative guidelines in relation to health and safety and food hygiene are followed at all times.</li> <li>Supervise and manager the catering team.</li> <li>Order goods and services required.</li> <li>Customer facing role.</li> <li>Serving food and beverage.</li> <li>Birthday parties and event cover.</li> </ul>	<p>Experience in a similar role.</p> <p>Working knowledge of health and Safety and Hygiene regulations including COSSH and HACCP.</p> <p>Food hygiene certificate.</p>	<p>Ability to lead a team.</p> <p>Good IT skills.</p>	15.02.19	<p>Send applications to Liz Parish, HR Administrator, Ice Sheffield, Coleridge Road, Sheffield S9 5DA</p> <p>Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a></p>
<b>Food &amp; Beverage Assistant</b>	Contracted		IceSheffield	£7.83 per hour	10 hours per week to include evenings weekends and bank holidays.	<ul style="list-style-type: none"> <li>Customer facing role.</li> <li>Serving food and beverage.</li> <li>Birthday parties and special events cover.</li> <li>General cleaning and hygiene duties.</li> <li>Anyone serving alcohol must be over 18.</li> </ul>	<p>Excellent customer service skills.</p> <p>Numeracy Skills.</p>	<p>Basic Food Hygiene Certificate.</p>	15.02.19	<p>Send applications to Liz Parish, HR Administrator, Ice Sheffield, Coleridge Road, Sheffield S9 5DA</p> <p>Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a></p>
<b>Food &amp; Beverage Assistant</b>	Occasional		Tapton Golf Course	£7.83 per hour	Occasional hours as and when required to include evenings weekends and bank holidays.	<ul style="list-style-type: none"> <li>Customer facing role.</li> <li>Serving food and beverage.</li> <li>Birthday parties and special events cover.</li> <li>General cleaning and hygiene duties.</li> <li>Anyone serving alcohol must be over 18.</li> </ul>	<p>Excellent customer service skills.</p> <p>Numeracy Skills.</p>	<p>Basic Food Hygiene Certificate.</p>	15.02.19	<p>Send applications to Karen Smith, HR Department, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH</p> <p>Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a></p>
<b>Exercise Referral Specialist</b>	Temporary		Concord Sports Centre	£11.20 per hour	16 hours per week Monday to Friday working	<ul style="list-style-type: none"> <li>Maintain excellent lines of communication with internal and external customers.</li> <li>Ensure appropriate rehabilitation methods are used for every customer.</li> <li>Prepare information for appropriate reporting.</li> <li>Collect and record outstanding customer stories in an agreed format.</li> <li>Implement and comply with set data and management protocols, including confidentiality, according to GDPR guidelines.</li> <li>Work with partners to increase usage of SIV activities.</li> </ul>	<p>Exercise Referral Qualification Level 3.</p> <p>First Aid Qualification.</p> <p>Previous Experience working in a gym or care environment assisting people with complex needs or long term conditions.</p> <p>Experience with health checks and markers, data capture, spreadsheets and databases.</p>	<p>Level 4 Cardiac Phase IV Rehabilitation</p> <p>BACPR Specialist Level 4 Exercise Instructor qualification</p> <p>DeFib trained</p>	15.02.19	<p>Send applications to Tina Huckle, Administrator, concord Sports Centre, Shiregreen Lane, Sheffield, S5 6AE</p> <p>Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a></p>
<b>Stage Technician</b>	Contracted		Sheffield City Hall	£27,492 per annum	37 hours per week to include evenings, weekends and bank holiday working.	<ul style="list-style-type: none"> <li>Help advance all events at the venue.</li> <li>Manage arrival and departure of clients/ events ensuring compliance with all health &amp; safety polices and regulations.</li> <li>Assist Technical Manager to ensure all technical preparations are in place for all events.</li> <li>Operations of technical sound, AV or lighting equipment.</li> <li>Liaise with Company's Facilities department regarding day to day maintenance of the venue electrical and technical equipment.</li> </ul>	<p>Electrical qualifications to include 17<sup>th</sup> edition BS7671.</p> <p>Completed an electrical apprenticeship to C&amp;G L3-2365 standard.</p> <p>Experience of working in a live music venue or in touring Productions.</p> <p>Good working knowledge of sound, lighting and AV systems.</p> <p>Good functional knowledge of operating systems in at least two of these areas.</p> <p>Ability to identify and develop solutions to technical issues and develop solutions to technical issues.</p>	<p>Experience of working with local, national and international promoters.</p> <p>Thorough knowledge of health &amp; safety legislation.</p> <p>Experience of working within a conferencing or banqueting environment.</p> <p>Ability to use CAD computer software applications.</p> <p>Working knowledge of Artefax Event Management software.</p>	15.02.19	<p>Send applications to Andrew McNiven, HR Manager, Ponds Forge ISC, Sheaf Street, Sheffield S1 2BP</p> <p>Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a></p>

<b>Receptionist</b>	Contracted		Westfield Sports Centre	£7.83 per hour	15.25 hours per week to include evenings, weekends and bank holiday working	<ul style="list-style-type: none"> <li>• Front of house reception duties.</li> <li>• Customer service – face to face and telephone.</li> <li>• Cash handling.</li> <li>• Operation of computerised booking system.</li> </ul>	Basic computer literacy. Excellent customer service skills.	Previous experience in cash handling.	15.02.19	Send applications to Lindsey Bassinder, Administrator, Westfield Sports Centre, Eckington Road, Sheffield, S20 1HQ  Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a>
<b>Health and Fitness Advisor</b>	Contracted		Hillsborough Leisure Centre	£8.03 per hour	25 hours per week to include evenings weekends and bank holidays.	<ul style="list-style-type: none"> <li>• Customer facing role.</li> <li>• Gym inductions and personal fitness programmes.</li> <li>• Cleaning and quality control.</li> <li>• Responsibility for health and safety of customers at all times.</li> </ul>	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.	15.02.19	Send applications to Karen Smith, HR Department, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH  Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a>
<b>Health and Fitness Advisor</b>	Contracted		English Institute of Sport - Sheffield	£8.03 per hour	25 hours per week to include evenings weekends and bank holidays.	<ul style="list-style-type: none"> <li>• Customer facing role.</li> <li>• Gym inductions and personal fitness programmes.</li> <li>• Cleaning and quality control.</li> <li>• Responsibility for health and safety of customers at all times.</li> </ul>	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.	15.02.19	Send applications to Gill Townley, HR Administrator, English Institute of Sport-Sheffield, Coleridge Road, Attercliffe, Sheffield, S9 5DA Email <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a>
<b>Health and Fitness Advisor</b>	Contracted		Concord Sports Centre	£8.03 per hour	18.5 hours per week to include evenings weekends and bank holidays.	<ul style="list-style-type: none"> <li>• Customer facing role.</li> <li>• Gym inductions and personal fitness programmes.</li> <li>• Cleaning and quality control.</li> <li>• Responsibility for health and safety of customers at all times.</li> </ul>	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.	15.02.19	Send applications to Tina Huckle, Administrator, concord Sports Centre, Shiregreen Lane, Sheffield, S5 6AE  Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a>
<b>Food and Beverage Supervisor</b>	Contracted		Scarborough Spa	£8.35 per hour	30 hours per week to include evenings, weekends and bank holiday working.	<ul style="list-style-type: none"> <li>• On a daily basis ensure the kitchen production and delivery of food and beverage aspects of the business to all users of the facility is to the highest standard.</li> <li>• Ensure that all legislative guidelines in relation to health and safety and food hygiene are followed at all times.</li> <li>• Supervise and manager the catering team.</li> <li>• Order goods and services required.</li> <li>• Customer facing role.</li> <li>• Serving food and beverage.</li> <li>• Birthday parties and event cover.</li> </ul>	Experience in a similar role.  Working knowledge of health and Safety and Hygiene regulations including COSSH and HACCP.  Food hygiene certificate.	Ability to lead a team.  Good IT skills.	15.02.19	Send applications to Karen Smith, HR Department, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH  Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a>

<b>Food &amp; Beverage Assistant</b>	Occasional		Scarborough Spa	£7.83 per hour	Occasional hours as and when required to include evenings weekends and bank holidays.	<ul style="list-style-type: none"> <li>Customer facing role.</li> <li>Serving food and beverage.</li> <li>Birthday parties and special events cover.</li> <li>General cleaning and hygiene duties.</li> <li>Anyone serving alcohol must be over 18.</li> </ul>	Excellent customer service skills.  Numeracy Skills.	Basic Food Hygiene Certificate.	22.02.19	Send applications to Karen Smith, HR Department, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH  Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a>
<b>ICT Support Assistant</b>	Contracted		Based at Ponds Forge but will involve travel to other Company sites.	£25,500 per annum	37 hours per week, covering one weekend in four on call.	<ul style="list-style-type: none"> <li>Deliver high-quality IT support services.</li> <li>Support 600+ end-users.</li> <li>Provide advice to end-users.</li> <li>Assist in the maintenance and development of ICT systems.</li> </ul>	Excellent computer skills. Excellent communicator, verbally & written. Customer service driven. Full UK drivers' licence. Flexible attitude to work.	Microsoft certification in desktop operating systems and/ or server operating systems support.	22.02.19	Send applications to Andrew McNiven, HR Manager, Ponds Forge ISC, Sheaf Street, Sheffield S1 1AA  Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a>
<b>IT Infrastructure Technician</b>	Contracted		Based at Ponds Forge but will involve travel to other Company sites.	£27,500 per annum	37 hours per week to include evenings, weekends and bank holiday working.	<ul style="list-style-type: none"> <li>Support and maintain Company IT infrastructure across multiple sites.</li> <li>Identify opportunities to improve IT infrastructure within the business.</li> </ul>	Excellent computer skills. Excellent communicator, verbally & written. Full UK drivers' licence. Flexible attitude to work. Experience of using/managing VMWare & Citrix virtual environments. Experience of supporting multi-sited network environments.	Microsoft Certification in server operating systems support.  Cisco networking certification.  VMWare certification.	22.02.19	Send applications to Andrew McNiven, HR Manager, Ponds Forge ISC, Sheaf Street, Sheffield S1 1AA  Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a>
<b>Food and Beverage Supervisor</b>	Contracted		Sheffield City Hall	£8.25 per annum	37 hours per week to include evenings, weekends and bank holiday working.	<ul style="list-style-type: none"> <li>On a daily basis ensure the kitchen production and delivery of food and beverage aspects of the business to all users of the facility is to the highest standard.</li> <li>To supervise the day to day operations of the Food and Beverage department</li> <li>Ensure that all legislative guidelines in relation to health and safety and food hygiene are followed at all times.</li> <li>Mentoring and coaching a large team of contracted and occasional employees to deliver exceptional levels of service and income generation.</li> </ul>	2 year's experience in a similar role. Working knowledge of Health and Safety and Hygiene regulations including COSSH and HACCP.  Medium to Large Events Experience	Ability to lead a team.  Food hygiene certificate. Personal Licence.  Bar and Cellar knowledge/ experience.	22.02.19	Send applications to Andrew McNiven, HR Manager, Ponds Forge ISC, Sheaf Street, Sheffield S1 1AA  Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a>
<b>Leisure Assistant</b>	Contracted		Springs Leisure Centre	£7.83 per hour	16.94 hours per week to include evenings weekends and bank holiday working.	<ul style="list-style-type: none"> <li>Customer facing role.</li> <li>Lifeguard and pool supervision.</li> <li>Activity and special event set up.</li> <li>Monthly compulsory training.</li> </ul>	National Pool Lifeguard qualification.	First Aid at Work qualification.  ASA Level 2 Swimming Instructor Certificate.	22.02.19	Send applications to Lindsey Bassinder, Administrator, Springs Leisure Centre, East Bank Road, Sheffield, S2 2AL.  Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a>

- 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](http://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.