

**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>Greenkeeper</b>	Contracted	Beauchief Golf Course	£9.53 per hour	37 hours per week to include evenings, weekends and bank holidays.	<ul style="list-style-type: none"> <li>Assist site team in achieving high standards of presentation on and around the golf course.</li> <li>Use of machinery. Maintain safe working practices.</li> <li>Assist with project work. Experience of machinery maintenance.</li> </ul>	Related qualification and experience in a similar position. Knowledge and experience of safe working practices. Excellent communication skills. Flexible approach to working hours.	A current golfer	22.03.19	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>Car Park Attendant</b>	Occasional	FlyDSA Arena	£7.83 per hour	Occasional hours as and when required, to include evenings, weekends and bank holidays.	<ul style="list-style-type: none"> <li>Assist in directing and parking traffic.</li> <li>Cash handling.</li> <li>Assist in directing customers.</li> <li>Patrolling car parks, ensuring footpaths are kept clear, adhering to health and safety regulations.</li> </ul>	Excellent customer service and communication skills.  Numeracy skills.		22.03.19	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>Domestic Supervisor (Female only to cover Female only changing areas)</b>	Contracted	Ponds Forge ISC	£16,660 per annum	37 hours per week to include evenings, weekends and bank holidays.	<ul style="list-style-type: none"> <li>Organise staff to undertake individually or as part of a team, the cleaning of designated areas.</li> <li>Ensure that the cleaning takes place in the most effective manner.</li> <li>Maintain stock levels and avoid wastage.</li> <li>Report any defects in machinery, equipment or buildings to the help desk.</li> </ul>	Customer service experience.  Female is required to cover female only changing areas. This is an occupational requirement as defined within the Equality Act 2010.	Experience in supervising staff.  NVQ level 2 in Cleaning & Support Services (Building Interiors).	22.03.19	Send applications to Katie Drabble, HR Assistant, Ponds Forge ISC, Sheaf Street, Sheffield S1 2BP Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a>
<b>Programme Assistant</b>	Contracted	Various venues in Sheffield	£8.35 per hour	1x 35 hours & 1x 10.5 hours per week to include evenings, weekends and bank holidays.	<ul style="list-style-type: none"> <li>The administration of all coached activities.</li> <li>Generate income through new bookings on coached activities.</li> <li>Generate income through debt recovery.</li> <li>Support for the line managers to ensure the efficient administration of activities in line with the Centre's priorities and the achievement of sports and club development objectives.</li> <li>Teach swimming lessons to cover the business needs (Swimming lessons can be completed internally if required).</li> </ul>	IT skills, including Microsoft Office, MRM and Learn2.  Experience in a similar role.  Customer service skills.  Ability to work to a deadline.  Administration and report writing skills.	Experience of dealing with customers either in an administration or coaching role.  ASA Level 2 Swim Teacher Qualification (or equivalent).	22.03.19	Send applications to Katie Drabble, HR Assistant, Ponds Forge ISC, Sheaf Street, Sheffield S1 2BP Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a>
<b>Leisure Assistant</b>	Contracted	Concord Sports Centre	£7.83 per hour	3 x 18.25 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.	22.03.19	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>Duty Manager</b>	Contracted		Community Venues	£9.53 per hour	37 hours 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>	Experience in supervising staff. Customer service experience.	First aid at work qualification.  Defib qualification.  Full driving licence.	22.03.19	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>
<b>Food &amp; Beverage Supervisor</b>	Contracted		Sheffield City Hall	£8.25 per hour	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 Alcohol Licence.  Bar and Cellar knowledge/ experience.	22.03.19	Send applications to Katie Drabble, HR Assistant, Ponds Forge ISC, Sheaf Street, Sheffield S1 2BP Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a>
<b>Receptionist</b>	Contracted		Concord Sports Centre  National Centre for Sport and Exercise Medicine	£7.83 per hour	21.75 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>Excellent customer service, telephone and organisational skills.</li> <li>Operate within GDPR regulations when handling confidential information (medical records).</li> <li>Microsoft office skills.</li> <li>Managing bookings and appointments.</li> <li>Liaise with NHS clients.</li> </ul>	Experience of working in a similar role.  Ability to use own initiative.		22.03.19	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>Occasional Greenkeepers</b>	Occasional		Tinsley Golf Course and Tapton Golf Course	£8.15 per hour	Occasional hours as and when required, to include evenings, weekends and bank holidays.	<ul style="list-style-type: none"> <li>Assist the site team in achieving high standards of presentation on and around the golf course.</li> <li>Use of machinery.</li> <li>Maintain safe working practices.</li> </ul>	Knowledge of safe working practices. Excellent communication skills.  Flexible approach to working hours.  Experience of working in a golf environment.	A current Golfer.	15.03.19	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>Outbound Customer Contact Centre Operator</b>	Contracted		Ponds Forge	£8.38 per hour	37 hours per week to include evenings, weekends and bank holidays.	<ul style="list-style-type: none"> <li>To process large volumes of outbound calls and provide accurate information in a timely way to customers and venues.</li> <li>Use every interaction with customers as an opportunity to increase participation and income across the group.</li> <li>Provide guidance and advice about SIV products.</li> </ul>	Previous sales experience within a call centre environment. Excellent communication skills and telephone manner. Positive attitude and a team player. Adaptable and able to learn new products. Focused and meticulous in completing tasks.		15.03.19	Send applications to Katie Drabble, HR Assistant, Ponds Forge ISC, Sheaf Street, Sheffield S1 2BP Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a>
<b>Receptionists</b>	Occasional		Tapton Golf Course, Chesterfield	£7.83 per hour	Occasional hours as and when required, to include evenings, weekends and bank holidays.	<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>	Customer service and communication skills.	Basic computer literacy. Previous experience in cash handling.	15.03.19	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>Second Chef</b>	Contracted		Scarborough Spa / Whitby Pavillion	Circa £19,000 per annum	37 hours per week to include evenings, weekends and bank holidays.	<ul style="list-style-type: none"> <li>Assist the Head Chef with the successful operations of a busy kitchen, ordering, menu development, assuming leadership in the absence of the Head Chef, liaising with the Venue Management to produce excellent standards of food and customer service.</li> <li>To assist the Head Chef in identifying staff training needs and then be actively involved in new starter inductions and on-going training.</li> <li>The cleaning of equipment and area at the close of kitchen service.</li> </ul>	<p>Qualified Chef. Experience in a similar role.</p> <p>Basic &amp; Intermediate Food Hygiene Certificates.</p> <p>Ability to time manage and prioritise.</p> <p>Excellent communication skills.</p>	<p>First Aid Certificate.</p> <p>Health &amp; Safety/COSHH Certificate.</p>	15.03.19	<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 &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>	<p>Excellent customer service skills.</p> <p>Numeracy Skills.</p>	Basic Food Hygiene Certificate.	ongoing	<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>Gymnastics or Trampoline Coaches</b>	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"> <li>Coach gymnastics or trampoline to all age ranges and abilities.</li> <li>Customer facing role, ability to deal with queries regarding lessons.</li> <li>Responsibility for health and safety of customers at all times.</li> <li>Complete administration duties regarding registers, records of achievement and other admin duties as required.</li> </ul>	<p>Gymnastics or Trampoline Coach Level 1 or above</p>	<p>Previous experience.</p> <p>First Aid Qualification.</p>	ongoing	<p>Send applications to Andrew McNiven, Senior HR Adviser, 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>Athletics Coach</b>	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"> <li>Teach athletics to all age ranges and abilities. Produce and deliver 10 week session plan with the 365 Awards Scheme.</li> <li>Compulsory training approx. every 10 weeks.</li> <li>Correctly set up, dismantle and store equipment.</li> </ul>	<p>Level 1 &amp; 2 Coaching qualification.</p> <p>Customer Service Skills.</p>	<p>First Aid at Work.</p> <p>Disability Awareness Training.</p>	ongoing	<p>Send applications to Gill Townley, HR Administrator, English Institute of Sport-Sheffield, Coleridge Road, Attercliffe, Sheffield, S9 5DA</p> <p>Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a></p>
<b>Swimming Teachers</b>	Contracted		Various Venues in Sheffield	£14.03 per hour	Contracts available from 2 hours to 10 hours per week.	<ul style="list-style-type: none"> <li>Teach swimming to all age ranges and abilities.</li> <li>Customer focused and able to deal with queries regarding swim lessons.</li> <li>Compulsory monthly training.</li> </ul>	<p>ASA or STA Level 2.</p> <p>NPLQ or NRASTC rescue qualification.</p>		ongoing	<p>Send applications to Andrew McNiven, HR Manager, Ponds Forge ISC, Sheaf Street, Sheffield S1 1AA</p> <p>Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a></p>
<b>Personal Trainers</b>	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"> <li>Help to introduce you to our members with personal taster sessions and group exercise classes.</li> <li>Build your own business providing personal training sessions in our gym.</li> </ul>	<p>Level 3 Personal Training Qualification.</p> <p>Experience working in a gym based environment or as a Personal Trainer.</p>	Group Exercise qualification.	ongoing	<p>Send CV and covering letter to Laura Jeffery, Fitness Development &amp; Customer Loyalty Manager by email to: <a href="mailto:laura.jeffery@siv.org.uk">laura.jeffery@siv.org.uk</a></p>

<b>Golf Operations Assistant</b>	Contracted	Internal	Tapton Park Golf Course (Travel to other venues will be required)	£19,500 per annum	37 hours per week to include evenings, weekends and bank holidays	<ul style="list-style-type: none"> <li>Provide comprehensive administrative support to the Golf General Manager.</li> <li>To provide accurate financial and usage information, and reports for analysis by the Golf General Manager.</li> <li>To coordinate Customer Service Standards at all Golf Courses working directly with the front of house teams, managers and contractors.</li> <li>Act as point of contact for customers, contractors, and staff in the absence of the Golf General Manager.</li> </ul>	<p>Experience in developing, delivering and training high levels of customer service.</p> <p>Experience in developing and delivering events.</p> <p>Excellent communication skills.</p> <p>ICT skills, including Word, Excel and ESP systems.</p> <p>Collecting data and report writing.</p>	<p>Knowledge of the golf industry.</p> <p>Degree Level qualification or equivalent.</p>	15.03.19	<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>Trainee Greenkeeper</b>	Contracted	Internal	Sinfin Golf Course, Derby	£8.30 per hour	30 hours per week to include evenings, weekends and bank holidays	<ul style="list-style-type: none"> <li>Assist site team in achieving high standards of presentation on and around the golf course.</li> <li>Use of machinery.</li> <li>Maintain safe working practice.</li> </ul>	<p>Knowledge of safe working practices.</p> <p>Excellent communication skills.</p> <p>Flexible approach to working hours.</p> <p>Experience of working in a golf environment.</p>	A current Golfer.	15.03.19	<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</b>	Contracted	Internal	iceSheffield	£9.53 per hour	37 hours per week to include evenings, weekends and bank holidays	<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> <li>Resurfacing and maintenance of the ice</li> </ul>	<p>Experience in supervising staff</p> <p>Customer service experience</p> <p>Driving Licence</p>	<p>First aid at work qualification</p> <p>Defib qualification</p> <p>Experience of working in an ice rink</p>	22.03.19	<p>Send applications to Katie Drabble, HR Assistant, 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>Front of House Manager</b>	Contracted	Internal	Sheffield City Hall	£22,442 per annum	37 hours per week to include evenings, weekends and bank holidays	<ul style="list-style-type: none"> <li>To work as principal Duty Manager for the majority of events, daytime and evenings.</li> <li>Manage and develop the FOH team and keep the high standards of all FOH areas.</li> <li>Liaise with all parties, customers, and colleagues to ensure suitable and sufficient resources are available to maintain effective services and an efficient operation.</li> <li>Assist the Technical Manager with the development of Health and Safety procedures within the venue.</li> <li>To be the Child Protection Officer for the venue (training provided)</li> </ul>	<p>Experience in a role involving front line customer service.</p> <p>Experience of staff supervision, with an ability to train colleagues.</p> <p>Experience of budget control and cash handling.</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Excellent Microsoft Office skills in Word/Excel/Outlook.</p> <p>Able to demonstrate an understanding of Health &amp; Safety and licensing issues.</p>	<p>First Aid Certificate</p> <p>Personal Alcohol License</p> <p>Fire Safety/Fire Warden Training</p>	15.03.19	<p>Send applications to Andrew McNiven, HR Manager, Ponds Forge ISC, Sheaf Street, Sheffield S1 1AA</p> <p>Email: <a href="mailto:jobapplications@siv.org.uk">jobapplications@siv.org.uk</a></p>

**SIV is committed to safeguarding and promoting the welfare of children and adults at risk. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our employees and volunteers.**

**SIV acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.**

- 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.**