

WEEK ENDING

Friday 5 April 2019

WHEN APPLYING BY EMAIL PLEASE STATE THE VENUE AND JOB ROLE IN THE SUBJECT LINE OF YOUR EMAIL

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		
Leisure Assistant	Contracted	Hillsborough Leisure Centre	£8.21 per hour	1x 37 hours per week, 1x 16 hours per week to include evenings, weekends and bank holidays.	<ul style="list-style-type: none"> 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.	19.04.19	Send applications to Karen Smith, HR Manager, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH Email: jobapplications@siv.org.uk
Domestic Assistant (Male only to cover Male only changing areas)	Contracted	Hillsborough Leisure Centre	£8.21 per hour	30 hours per week to include weekends evenings and bank holidays.	<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). Male is required to cover Male only changing areas. This is an occupational requirement as defined within the Equality Act 2010.	Previous experience.	19.04.19	Send applications to Karen Smith, HR Manager, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH Email: jobapplications@siv.org.uk
Outbound Customer Contact Centre Operator	Contracted & Occasional Positions	Ponds Forge ISC	£8.46 per hour	37 hours per week to include evenings, weekends and bank holidays. Occasional hours as and when required to include evenings, weekends and bank holidays.	<ul style="list-style-type: none"> To process large volumes of outbound calls and provide accurate information in a timely way to customers and venues. Use every interaction with customers as an opportunity to increase participation and income across the group. Provide guidance and advice about SIV products. 	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.		19.04.19	Send applications to Katie Drabble, HR Assistant, Ponds Forge ISC, Sheaf Street, Sheffield, S1 2BP Email: jobapplications@siv.org.uk
Box Office Assistant	Temporary Contract (June to September)	Scarborough Spa	£8.80 per hour	18 hours per week to include evenings, weekends and bank holidays	<ul style="list-style-type: none"> 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.	19.04.19	Send applications to Karen Smith, HR Manager, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH Email: jobapplications@siv.org.uk
Sales & Service Consultant	Contracted	Concord Sports Centre	£8.21 per hour	21.25 hours per week to include evenings, weekends and bank holidays	<ul style="list-style-type: none"> Generate new memberships, selling and promoting the facilities. Operate efficient and effective front of house service. Cash handling. Tours of facilities. Accurate data capture, which is timely, consistent and relevant. Working to set targets. 	Experience in a similar role, working to set targets. Excellent communication, customer service and organizational skills. Able to work under pressure. Microsoft Office Skills.	Experience in Sales. Industry knowledge. Knowledge of MRM software.	19.04.19	Send applications to Karen Smith, HR Manager, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH Email: jobapplications@siv.org.uk

Food & Beverage Operations, Events & Hospitality Manager	Contracted		Head Office	£30,000 per annum	37 hours per week to include evenings, weekends and bank holidays	<ul style="list-style-type: none"> Assist in the achievement of Company and venue financial targets and budget forecasting. Develop standards, service and procedures across a multi-site Catering business. Assist in planning and delivery of major food and beverage events and develop and implement a first class hospitality experience across all venues, including corporate hospitality, large banquets and conferencing. Deal with all communication for event delivery, including client and internal. 	<p>Proven track record in events and hospitality for large numbers.</p> <p>Food & Beverage qualification.</p> <p>Budgets and Forecasting experience.</p> <p>Intermediate Food Hygiene Certificate.</p> <p>Ability to time manage and prioritise.</p> <p>Excellent communicator.</p>	Personal License Holder.	12.04.19	<p>Send applications to Karen Smith, HR Manager, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH</p> <p>Email: jobapplications@siv.org.uk</p>
Food & Beverage Assistant	Contracted		English Institute of Sport Sheffield	£8.21 per hour	5 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 cleanliness and hygiene duties. Anyone serving alcohol must be over 18 	<p>Excellent customer service skills.</p> <p>Numeracy Skills.</p>	Basic Food & Hygiene Certificate.	12.04.19	<p>Send applications to Katie Drabble, HR Assistant, Ponds Forge ISC, Sheaf Street, Sheffield S1 2BP</p> <p>Email: jobapplications@siv.org.uk</p>
Duty Manager	Contracted		English Institute of Sport Sheffield	£10.10 per hour	37 hours per week to include evenings, weekends and bank holidays.	<ul style="list-style-type: none"> Responsible for managing the day to day running of the building in line with the venue's policies and procedures. Upholding the venue standards at all times, ensuring staff do the same. Reporting any defects in machinery, equipment or buildings via the helpdesk and to senior management where necessary. Managing and supervising the staff on duty. 	<p>Experience in supervising staff.</p> <p>Customer service experience.</p>	<p>First aid at work qualification.</p> <p>Defib qualification.</p>	12.04.19	<p>Send applications to Katie Drabble, HR Assistant, Ponds Forge ISC, Sheaf Street, Sheffield S1 2BP</p> <p>Email: jobapplications@siv.org.uk</p>
Event Cashier	Occasional		FlyDSA Arena	£8.78 per hour	Occasional hours as and when required to include evenings weekends and bank holidays.	<ul style="list-style-type: none"> 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. 	<p>Previous cash handling experience.</p> <p>Excellent communication skills, written and verbal.</p> <p>Attention to detail.</p> <p>Applicants should note the role will require moving through large areas of the Arena carrying money bags.</p>		12.04.19	<p>Send applications to Karen Smith, HR Manager, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH</p> <p>Email: jobapplications@siv.org.uk</p>
Catering Assistant	Occasional		FlyDSA Arena	£8.21 per hour	Occasional hours as and when required to include evenings weekends and bank holidays.	<ul style="list-style-type: none"> Customer facing role. Serving food and beverages. Cleaning duties. Anyone serving alcohol must be over 18. 	<p>Excellent customer service skills.</p> <p>Numeracy skills.</p>	Basic Food Hygiene Certificate.	12.04.19	<p>Send applications to Karen Smith, HR Manager, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH</p> <p>Email: jobapplications@siv.org.uk</p>
Temporary Food & Beverage Assistants	Contracted (Temporary April to September)		Scarborough Spa	£8.21 per hour	4 positions, 20 hours per week to include evenings weekends and bank holidays.	<ul style="list-style-type: none"> Customer facing role. Serving hot and cold food and beverage in Café / Bar and on events / parties. Cash handling. General cleanliness and hygiene duties. 	<p>Excellent customer service skills.</p> <p>Experience in a similar role.</p> <p>Anyone serving alcohol must be over 18.</p>	<p>Health and Safety / COSHH, Food Hygiene Certificate.</p> <p>First Aid at Work Certificate.</p> <p>IT Skills.</p>	12.04.19	<p>Send applications to Karen Smith, HR Manager, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH</p> <p>Email: jobapplications@siv.org.uk</p>

Operations Manager	Contracted		Hillsborough Leisure Centre	£25,500 per annum	37 hours per week to include evenings, weekends and bank holidays.	<ul style="list-style-type: none"> Ensure effective and efficient control of day to day management of the venue. Assist the General Manager to achieve all financial and non-financial targets for the venue. Manage and develop a team of staff to deliver exceptional customer service. Act as designated manager responsible for Health & Safety and safeguarding on site. Manage and procure an events programme in line with venue objectives. Work with key partners to maximise opportunities for participation and development of health and wellbeing. Develop a sales culture that capitalises on all commercial opportunities. 	<p>Management experience in the leisure industry.</p> <p>Proven leadership ability.</p> <p>Significant customer service experience.</p> <p>Substantial knowledge of health & safety principles and obligations.</p> <p>Ability to manage a large diary of successful and profitable events.</p> <p>Technical and industry knowledge.</p> <p>Strong IT skills including Excel.</p> <p>Flexible and adaptable approach.</p>	<p>IOSH Health & Safety Qualification.</p> <p>Knowledge or experience of safeguarding procedures.</p> <p>First Aid at Work Certificate.</p>	12.04.19	<p>Send applications to Karen Smith, HR Manager Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH Email: jobapplications@siv.org.uk</p>
Events Delivery Manager	Contracted		Ponds Forge ISC	£23,000 per annum	37 hours per week to include evenings, weekends and bank holidays.	<ul style="list-style-type: none"> Plan and deliver a world class events service at the venue. Co-ordinate event delivery across departments including food and beverage, facilities, Operations, Marketing and Sales. Work as part of the management team to position SIVLive as the first choice for events organisers. Drive events standards by leading a committed and motivated team. Maximise revenue opportunities and profitability. 	<p>Events Management experience.</p> <p>Ability to manage a large diary of successful and profitable events.</p> <p>Flexibility and adaptable approach.</p> <p>Significant customer service experience.</p> <p>Good understanding of health and safety principles and obligations.</p>	First Aid at Work Certificate.	12.04.19	<p>Send applications to Andrew McNiven, HR Manager, Ponds Forge ISC, Sheaf Street, Sheffield S1 2BP Email: jobapplications@siv.org.uk</p>
Hospitality Catering Assistant	Occasional		FlyDSA Arena	£8.21 per hour	Occasional hours as and when required to include evenings weekends and bank holidays.	<ul style="list-style-type: none"> Customer facing role. Serving food and beverage. Cleaning duties. Anyone serving alcohol must be over 18. 	<p>Excellent customer service skills.</p> <p>Numeracy skills.</p>	Basic Food Hygiene Certificate.	12.04.19	<p>Send applications to Karen Smith, HR Manager, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH Email: jobapplications@siv.org.uk</p>
Food & Beverage Supervisor	Contracted		Tinsley Golf Course	£8.65 per hour	10 hours per week to include evenings, weekends and bank holidays	<ul style="list-style-type: none"> This role involves lone working and early starts, ensuring opening and closing procedures are followed and recorded. Ensure the Kitchen production and delivery of food and beverage is the highest standard for all users of the course. Customer facing role, working closely with the Golf Club Committee and members. Ensure all relevant legislation for health and safety and food hygiene regulations are adhered to. Supervise the team and order stock and services required. Event cover. 	<p>Experience in a similar role.</p> <p>Previous cash handling experience.</p> <p>Excellent communication skills.</p> <p>Working knowledge of Health & 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>	12.04.19	<p>Send applications to Karen Smith, HR Manager, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH Email: jobapplications@siv.org.uk</p>
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. 	<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 & Customer Loyalty Manager by email to: laura.jeffery@siv.org.uk</p>

Swimming Teachers	Contracted		Various Venues in Sheffield	£14.17 per hour	Contracts available from 2 hours to 10 hours per week.	<ul style="list-style-type: none"> 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.		ongoing	Send applications to Andrew McNiven, HR Manager, Ponds Forge ISC, Sheaf Street, Sheffield S1 1AA Email: jobapplications@siv.org.uk
Athletics Coach	Occasional		English Institute of Sport - Sheffield	£9.51 or £14.17 per hour dependent on 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 of Sport-Sheffield, Coleridge Road, Attercliffe, Sheffield, S9 5DA Email: jobapplications@siv.org.uk
Gymnastics or Trampoline Coaches	Occasional		Various venues in Sheffield	£9.51 or £14.17 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, HR Manager, Ponds Forge ISC, Sheaf Street, Sheffield S1 2BP Email: jobapplications@siv.org.uk
Food & Beverage Assistant	Occasional		Scarborough Spa	£8.21 per hour	Occasional hours as and when required 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. 	Excellent customer service skills. Numeracy Skills.	Basic Food Hygiene Certificate.	ongoing	Send applications to Karen Smith, HR Manager, Head Office, 23 Carbrook Hall Road, Sheffield S9 2EH Email: jobapplications@siv.org.uk

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.**