

Golden Friendships

SCOTTISH CHARITY NUMBER - SC047924

Part Time Activities Co-ordinator

Are you caring, reliable, flexible, and friendly?? Why not apply for a position at our amazing charity and support your community.

A day in the life of our staff, can start with supporting the staff, volunteers and members, ensuring health and safety is adhered to, making a cuppa and having a chat with members, covering the bar, calling 2 little ducks during bingo, supporting the serving of meals on a Wednesday, ensuring the building is clean and tidy, having a sing a long at karaoke, this is a role where you are busy but always rewarded through the conversations with the individuals who attend the activities. You can have an action-packed day or a slow chilled day, and no 2 days are ever the same. Does this sound like a job you could see yourself in?

Part time activities co-ordinator

Salary: £11.44 per hour (National Living wage depending on age)

Place of Work: 18 Nairn Place Dalmuir G81 4AU

Hours: Minimum 16 hours per week Must be flexible to meet the needs of the charity. 5 days over 7 (including weekends/evenings) with possible over time to meet the needs of the charity.

Responsibilities

- Support the running of current activities and implement new activities to meet the needs of the individual.
- Plan and implement activities within set areas to cater to the individual's attending activities
- Cover events, fundraising events, or other activities not within your normal day
- Assist with all aspects of general tasks to ensure smooth running
- Ensure health and safety is maintained throughout activities
- Maintain a professional manner
- Support of entertainment acts
- Bingo calling
- Karaoke
- Group support

18 Nairn Place
Dalmuir
Clydebank
G81 4AU

Tel: 0141 588 3070
Website: www.goldenfriendships.org

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Skills and Qualifications

- Kindness, patience, and compassion
- Caring and understanding nature
- Good numeracy
- Ability to understand and follow procedures
- Good time management
- Ability to engage and involve the group in the activities
- Ability to think on your feet,
- Able to work under pressure in fast paced environment
- Maintain accurate records of attendance
- Previous bar work (preferred not essential)
- Continuing the development of and coordinate the design of new activities and services for the benefit of our existing and new members.
- Establishing and maintaining working relationships, internal and external.
- Ensuring comprehensive communication with community, voluntary, public and private sector partners and any monitoring or reporting requirements.

Closing date for this position: 31st March 2024

Interviews will take place week beginning 15th April 2024

If you think this is the role for you, or you have any questions please contact

Elizabeth Webster – Charity Operations Manager

On the numbers below,

To obtain an application form, please email Elizabeth.Webster@goldenfriendships.org or drop in. No C.V's accepted.

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| Person Specification | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| Experience and knowledge: | | |
| Managing group activities | | X |
| Experience in forward planning of activities | | X |
| Experience of working with volunteers and providing guidance in group | | X |
| Experience of working within a bar environment | | X |
| Risk assessing group and set up and completing relevant registers/paperwork. | | X |
| Experience of work with individuals or groups sometimes with complex or challenging needs. | X | |
| Skills and abilities: | Essential | Desirable |
| Excellent written and verbal communication and interpersonal skills to communicate to individuals, and groups (both small and large). | | X |
| Good public speaker with experience of setting up and delivering presentations. | X | |
| A full clean driving license. | | X |
| Ability to manage and support relationships within groups | X | |
| IT literate (Microsoft Office, spreadsheets and database packages) | | X |
| Attitudes: | Essential | Desirable |
| Strong self motivation and drive. Well organized and ability to self prioritise workload. | X | |
| Enjoy working with people from different age groups, backgrounds and representing different interests across the community. | X | |
| A flexible approach to work and willingness to work within changing priorities. | X | |