

Job Title: Digital / Activities Coordinator (Part-Time – 16 Hours)

Location: 18 Nairn Place, Dalmuir, G81 4AU

Salary: £12.62 per hour (National Living Wage depending on age)

Hours: 16 hours per week, 5 days over 7 (including weekends). Flexibility is essential.

We are looking for a caring, reliable, flexible, and friendly individual to join our fantastic charity as a Digital / Activities Coordinator. This is a rewarding role supporting our members, volunteers, and staff while helping deliver engaging, inclusive, and enjoyable activities for our community.

A Day in the Life...

No two days are ever the same! One day might be lively and full of activity, while another might be relaxed and chatty — but every day brings something rewarding.

You might be:

- Supporting staff, volunteers, and members to ensure everyone feels welcomed, included, and supported
- Making sure health & safety procedures are followed so the environment is safe, comfortable, and well-organised
- Helping run community activities such as bingo, karaoke, quizzes, arts & crafts, or entertainment sessions
- Assisting with Wednesday meals, from serving plates to helping members find a seat and enjoy their lunch
- Ensuring the building remains clean, tidy, and inviting, including the tea bar, seating areas, and activity spaces
- Creating or supporting digital content by taking photos, capturing videos, or helping share highlights from the day's activities
- Encouraging participation, helping members get involved, and making sure everyone feels valued and able to take part

Tel: 0141 588 3070

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- Being a friendly presence, offering reassurance, and brightening someone's day simply by spending time with them
- Working collaboratively with the team to make sure each session runs smoothly, adapting as needed when things get busy or change unexpectedly

Some days are lively and action-packed... others are chilled and conversational — but every day is rewarding.

Key Responsibilities:

- Support the running of existing activities and help develop new ones
- Plan and deliver activities tailored to the needs and interests of attendees
- Assist with staff cover during annual leave
- Provide general support to ensure smooth daily operations
- Maintain a safe environment throughout all activities
- Support entertainment acts and visiting performers
- Bingo calling & karaoke support
- Create or assist with digital content, social updates, and activity promotion
- Maintain accurate attendance records

Skills & Qualifications:

- Kindness, patience, and compassion
- Strong communication skills and confidence engaging groups
- Good numeracy skills
- Ability to follow and implement procedures
- Strong time management and ability to think on your feet
- Able to work under pressure in a fast-paced environment
- Basic digital skills (social media, photos/videos, simple updates)
- Previous bar work desirable but not essential

Key Dates:

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18 Nairn Place
Dalmuir
G81 4AU

Closing date: 26th January 2026

Interviews commence: week commencing 2nd February 2026

To Apply:

If you have any questions or would like to apply, please contact:

Elizabeth Webster – Operations Manager



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