

Golden Friendships

SCOTTISH CHARITY NUMBER - SC047924

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

Place of Work: 18 Nairn Place Dalmuir G81 4AU

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

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 staff annual leave
- 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



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Skills and Qualifications

- Kindness, patience, and compassion
- 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)

CLOSING DATE 20th April 2025

Interviews commencing week beginning 28th April 2025

If you have any questions regarding this post or would like to apply please contact

Elizabeth Webster – Operations Manager

0141 588 3070



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Person Specification	Essential	Desirable
Experience & 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 sometime 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, Karafun, etc)		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	



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