

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?

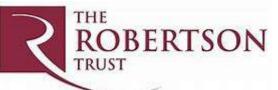
Part time activities co-ordinator Salary: £12.62 per hour (National Living wage depending on age) Place of Work: 18 Nairn Place Dalmuir G81 4AU Hours: 16 hours per week Must be flexible to meet the needs of the charity. 5 days over 7 (including evenings and weekends)

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



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	Х	
Experience in forward planning of activities	Х	
Experience of working with volunteers and providing	X	
guidance in group		
Experience of working within a bar environment		X
Risk assessing group and set up and completing relevant		Х
registers/paperwork.		
Experience of work with individuals or groups sometime	X	
with complex or challenging needs		
Skills and abilities:	Essential	Desirable
Excellent written and verbal communication and		Х
interpersonal skills to communicate to individuals, and		
groups (both small and large).		
Good public speaker with experience of setting up and		Х
delivering presentations.		
A full clean driving license.		Х
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	Х	
ability to self prioritise workload.		
Enjoy working with people from different age groups,	Х	
backgrounds and representing different interests across		
the community.		
A flexible approach to work and willingness to work within	X	
changing priorities.		



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