



Area Project Manager

Organisation Overview

Founded in 2013, Silverfit is a charitable organisation promoting happier, healthier ageing through affordable physical activity and at the same time working to combat social isolation.

Role Purpose

This role will be to work with the Operations Manager to support our South and Central London Silverfit Sessions.

Key Responsibilities

Operations – reporting to Operations Manager

- Main point of contact with venue management for the South and Central London boroughs. Currently Southwark, Croydon, Lambeth, Bromley and Camden.
- Update Operations Manager on ongoing operations at the venues.
- Co-ordinate logistics for all sessions (indoor and outdoor).
- Attend sessions monthly.
- Work with instructors and volunteers to ensure sessions run smoothly.
- Ensuring weekly attendance lists and membership records are up to date.
- Main contact point for ambassadors and volunteers.
- Promote sessions through local networking and working with the Marketing Manager using various communications tools (e.g. WhatsApp, phone, social media)
- Dissemination and collection of health forms, surveys & session feedback. Ensure these are sent centrally for data entry on weekly basis.
- Ensure the safety of all sessions and venues by ensuring that risk assessments are in place and regularly reviewed.
- Coordinate weekly sign-up for sessions and assist members as required with queries.

Education, Experience, Skills Required

1. Education

- 'A' Level or equivalent experience

2. Experience

- Worked with, or managed, volunteers in the past
- Some background in sports coaching or sports management useful

3. Skills

- Organisational ability
- Clear and effective written and spoken communication ability
- Basic Knowledge of IT systems including Microsoft Office, emails, documents, spreadsheets and video conferencing.

Other Information

- Hours – up to 20 per week
- £15ph
- Contract - freelance