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**Sparkle Activities Co-ordinator**

Location: Various Sparkle delivery sites – Main Base: North Site (NP13 3BN)

Salary: £11,806

**Hours**: Part-time, including evenings and alternating weekends (16 hours per week)

**Shift pattern:** Alternating weeks: **Week 1** - Mon/Tues/Wed (evenings) **Week 2** - Mon/Wed (evenings) /Saturday (day shift)

**Contract:** Permanent

**Holidays:** 25 days per year, not including bank holidays (pro-rata)

An exciting opportunity has arisen for an additional Sparkle Activities Co-ordinator to join the team at Sparkle.

This opportunity in the Sparkle leisure team is a hands-on role where you will assist with all aspects of Sparkle leisure, predominately the services delivered in the North of Gwent.

The post holder will take a lead responsibility and be accountable for:

* Ensuring the timely, appropriate provision of leisure services which meet the needs of children and young people;
* Managing supervisors, playworkers and volunteers as required;
* Proactive liaison with families and professionals;
* Ensuring high quality leisure services, delivered within a safe and stimulating environment, and in line with Sparkle policies and procedures;
* Recording and reporting upon the performance of all activities and clubs in line with Sparkle quality assurance procedures;
* Adhering to the principles of safeguarding, confidentiality and data protection.

For more information about Sparkle and this role and to view the full job description, see our website at [www.sparkleappeal.org](http://www.sparkleappeal.org/). Alternately, email [recruitment@sparkleappeal.org](mailto:recruitment@sparkleappeal.org)

Sparkle does not accept CVs alone, a completed application form is required. **Application forms can be downloaded from the Sparkle website.**

Please note that the job will close on 8th September 2025

Registered Charity Number 1093690