

# Information and Engagement Assistants

## Peebles - Chambers Institute

- £9.69 – £10.08 per hour (Grade 2)
- 1 x 10 hours per week
- 2 x 5 hours per week

In the first instance appointments will be made for a 12 month temporary period.

Working across our library and museum venues at the Chambers Institute in Peebles, we currently have opportunities for part time Information and Engagement Assistants to provide a positive, welcoming environment and to deliver a high quality customer service to all visitors.

Duties will include assisting in the delivery of daily operations, security and supervision of the library and museum, assisting customers with enquiries, including enabling interaction with the museums, library and archives collections, databases, exhibitions and digital resources.

This is an exciting post that offers opportunities to gain a wide variety of transferable skills. As elements of this job will be physical, candidates must be prepared to undertake lifting, moving, carrying and occasional use of ladders, tools and equipment. Training can be provided.

This post is specifically to work on a Sunday and a Monday. There may be a possibility of providing cover at other locations such as St Ronan's Well in Innerleithen.

We are committed to fair pay, and offer generous annual leave, as well as a number of other staff benefits. For the full role profile and the information needed to apply please see our website <https://www.liveborders.org.uk/get-involved/jobs/>

Closing date – Monday 31 January 2022 at 17:00

***At the heart of charity Live Borders is a commitment to our communities being healthier, happier and stronger.***