

Recruitment Pack for

**PLAY, SPORT AND
ACTIVITY
LEADER
Summer 2022**

Dear Applicant

Post: Play, Sport and Activity Leader (various locations)
Closing Date: 25th May 2022 at 17:00
JOB REF No: 0674
SALARY: Grade 2 - £9.90 per hour

Thank you for the interest you have shown in our Play, Sport and Activity Leader post within our Active Communities Team for the summer holiday period 2022.

The following information provides you with details about our organisation to assist you with your application. More information can be found on our website www.liveborders.org.uk

- Introduction to Live Borders
- Our Aims and Values
- Our Service – Managed Services/ Active Communities
- The Role
- Conditions of Employment

If you would like to apply for this post, you will find an application form & guidance along with an equal opportunities monitoring form on the jobs page of our website. Please complete both and return to recruitment@liveborders.org.uk

The anticipated timeline for the recruitment process is outlined below:

Closing Date: Wednesday 25th May 2022 at 17:00
Interviews: Wednesday 1st June 2022

The selection process can include different forms of assessment along with a formal interview. You will be advised of this if your application is successful. We are currently carrying out interviews via Microsoft Teams. (Please continue to page 3)

When applying we ask that you indicate which vacancy/vacancies you are applying for:

- **Vacancy A: Peebles, Galashiels and Earlston**
- **Vacancy B: Duns, Kelso and Eyemouth**
- **Vacancy C: Jedburgh, Hawick and Selkirk**
- **Vacancy D: Various- Sports Development**
- **Vacancy E: Tweedbank- Sports Development**

Vacancy A, B, C will be a six week short term contract- 37 hours per week from Monday 4th July to Friday 12th August 2022.

- For information and for example if appointed to vacancy A those leaders will deliver at the Peebles, Galashiels and Earlston summer camps.

Vacancy D will be a 4 week short term contract- 12 hours per week from Monday 11th July to Friday 5th August 2022. (9am to 1pm each day for 3 days per week). This will be working directly with our Sports Development Team across the Scottish Borders region delivering sports specific opportunities.

Vacancy E will be a 4 week short term contract- 4 hours per week from Monday 11th July to Friday 5th August 2022. (10am to 2pm 1 day- Thursday per week). This will be specialist provision in partnership with the Borders Additional Needs Group, providing tailored experiences to our young people with additional needs across the region)

If you have a disability and need assistance in completing your application form, please contact our People team on 01896 661 166 to discuss your needs.

We look forward to receiving your completed application.

Introduction

Live Borders is the sport, leisure and culture trust for the Scottish Borders – this means we are a charity. Our aim is for everyone living, working and visiting the Borders to be **healthier, happier and stronger**.

Live Borders is governed and led by a Board of 15 Trustees who set the strategic direction and monitor performance of the organisation.

Our Strategic Vision

Vision: Everyone living in, working in, and visiting the Borders to be healthier, happier and stronger.

Mission: We use our energy, enthusiasm and knowledge to support more people to experience more, learn more, and move more.

Strategic Goals:

- Expand levels of participation
- Grow our earned income
- Develop plural funding streams
- Build on our reputation for great customer service
- Be a sustainable charity
- Nurture our people

Our Aims and Values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture. We use our energy, enthusiasm and knowledge to support people to experience more, learn more and move more.

Our Values underpin all that we do: [Live Borders Values](#)

Every penny spent with us is reinvested into supporting active, creative and healthy communities.

The executive team provide the strategic lead on the management and development of Live Borders to ensure we are a sustainable, dynamic and flexible organisation fit for the future and that meets our stated outcomes.

As we re-emerge from the challenges of Covid 19 and a lockdown which has seen Live Borders unable to deliver many of its services to customers, we are now entering a period of recruitment to meet our new ways of working and our ever expanding programmes of activity. Here are some of the ways in which we do things differently:

<https://www.liveborders.org.uk/what-to-expect-getting-you-back-safely/>

OUR SERVICE – Managed Services and Active Communities

Our Managed Services directorate are responsible for the delivery and development of libraries; active schools; health; sports development; museums, galleries and archives; art development and community centres.



ACTIVE COMMUNITIES

This is our development team covering: health, sports and the Active Schools programme.

Active Schools

Active Schools is a **sportscotland** led programme designed to encourage children and young people to get active and stay active. **sportscotland** works in partnership with local authorities and associated partners.

The fundamental aim of the Active Schools Network is to offer all children and young people the opportunities and motivation to adopt active, healthy lifestyles, now and into adulthood.

On the ground, a network of managers and co-ordinators work within every local authority area to increase the number of good quality opportunities for children and young people to get active.

The Active Schools network will increase activity levels of children and young people by:

- ensuring there are more and higher quality opportunities to participate in sport within schools
- increasing capacity through the recruitment and support of volunteers to deliver the activity sessions in schools
- motivating and inspiring young people to participate in sport.



Health

Live Borders has a passion and drive to improve the health and wellbeing of everyone living in the Scottish Borders. We have various programmes that can support people into leading healthier, happier and stronger lifestyles. We know that being active while coping with a long-term health condition is never easy and this is why we offer suitable and supported options at a discounted rate.

Volunteers help lead and support our health conditions classes. Live Borders offers various physical activity options for those affected by any long term condition. We are working in partnership with NHS Borders, Macmillan Cancer Support, the MS Society and Diabetes Scotland to deliver these classes and we need the support of volunteers to ensure they are able to run.

<p>Health and physical activity</p>	<p>Some of the options we have are:</p> <p>Steady: Follow on class from falls prevention for individuals who have balance and mobility issues. These classes focus on improving lower limb strength, balance and flexibility and can be performed from a seated or standing position.</p> <p>Gentle Movement/Gardening/Walking: All options are low level which include outdoor activities and health walks. Gentle Movement is a class that focuses on breathing awareness and relaxation.</p> <p>Small Group Exercise/Health Condition Classes: Moderate level class which takes place within a closed studio or gym environment and includes exercises/routines to suit each individual. There are specific options available for diabetes and mental health.</p> <p>Activity Referral Membership: This includes a discounted, all-inclusive membership which covers exercise classes (inc. above), swimming and gym sessions in all Live Borders facilities.</p>
<p>Macmillan Move More Project</p>	<p>Our Move More Development Officers will provide support to individuals to help them get, and stay active at a pace that's right for them.</p>
<p>Active Ageing</p>	<p>We have a new programme of fun, social activities to help individuals stay active, healthy and age well. Classes are based on physical ability level so there is always an activity they can take part in.</p>

Sports Development

The sports development service has a clear focus to develop sporting pathways through the creation of grass roots participation programmes, supporting local club infrastructures and workforce development. In addition, they are also responsible for supporting or creating competition opportunities as well as delivering other sporting events.

The sports development team are involved with a wide range of sports including swimming, athletics, cycling, football, hockey, rugby, tennis and disability sport.

JOB DESCRIPTION

Post Title:	Play, Sport and Activity Leader
Directorate:	Managed Services
Reports to:	Senior Active Schools Coordinator/ Active Schools Coordinator and/or Sports Development Manager/Sports Development Officer

Job Purpose

To increase lifelong activity levels of children and young people by providing sport and physical activity opportunities to all in a positive, engaging and enthusiastic manner.

Responsibilities

1. Plan, deliver and regularly evaluate activity sessions as per activity programme as directed by the Senior Active Schools Coordinator/ Active Schools Coordinator and/or Sport Development Manager/Sport Development Officer and/or respective camp manager.
2. Lead, supervise, motivate & engage participants in all activity opportunities
3. Pro-actively encourage and support all young people to take part in all activity opportunities
4. Welcome children and young people to each opportunity whilst liaising with parents, confirming and recording drop off/pick up arrangements
5. Ensuring appropriate registration of children
6. Supervising children at break and lunch times
7. Assisting children with toileting/changing children if necessary
8. Supporting in the distribution of lunches and snacks if required
9. Liaise with parents collecting children at the end of the day ensuring each child is collected by their appropriate adult, ensure any important information relating to their child is passed on.
10. Carry out duties in a professional and confidential manner at all times
11. Seek advice and support from Senior Active Schools Coordinator/ Active Schools Coordinator and/or Sport Development Manager/Sport Development Officer and/or respective camp manager as and when required
12. Responsibility for safety, care and welfare of groups of children during activity and breaks- including reinforcing social distancing and related procedures
13. Feedback to your respective line manager any behavioural/health/ child protection concerns as appropriate.
14. Line managed by Senior Active Schools Coordinator/ Active Schools Coordinator and/or Sport Development Manager/Sport Development Officer and/or respective camp manager.

15. Build and maintain good working relationships with colleagues within the organisation
16. Ensure that services are delivered with a customer focused ethos
17. Positively represent Live Borders internally and externally e.g. at networking events, meetings, conferences, external delivery opportunities and exhibitions to enhance and strengthen the Live Borders' profile.
18. Comply with, and ensure compliance with, all Live Borders policies and procedures
19. Promote equal opportunities in service delivery and team work fellow staff/ volunteers
20. Ensure services meet Health and Safety standards established by Live Borders
21. As an employee you must take reasonable care for the health and safety of yourself, other employees and anyone else who may be affected by your work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions and / or training received.
22. This job description is indicative of the nature and level of responsibility associated with the job. It is not exhaustive and there may be a requirement to undertake such other duties as may be required to meet the needs of the Service or Live Borders

Other details:

Requirement to work out of hours or weekends - occasionally

Requirement for PVG/Disclosure check – yes

This role will involve travel between various locations within the Scottish Borders. The post holder may be required to hold a full, valid driving license and have access to a car.

PERSON SPECIFICATION

EDUCATION			
Essential	Key	Desirable	Key
Good all round standard of education	App	First Aid at Work qualification or equivalent Safeguarding and protecting children qualification Manual handling Covid Officer or equivalent certification	App
EXPERIENCE			
Essential	Key	Desirable	Key
Experience of engaging with and working with children and young people.	App./ Int.	Experience of sport and physical activity planning, delivery and assisted delivery.	App./Int
SKILLS AND KNOWLEDGE			
Essential	Key	Desirable	Key
Excellent verbal and written communication skills.	Int./Ref		
Excellent Inter personal skills.	App./Int.		
Ability to assist the team in the optimum delivery of services as stated above	Int./Ref.	Sport and physical activity coaching qualifications	
Ability to prioritise tasks, meet deadlines and work on own initiative.	Int.		
Ability to work with minimum of direct supervision	Int.		
Ability to work along or as part of a team			
Enthusiastic and highly motivated	Int./ Ref.		
Ability to deal with difficult challenges	App./ Int.		
IT skills	Ref.		

Assessed by:

App. = Application

Int. = Interview

Ref. = References

T. = Interview Test

SUMMARY OF CONDITIONS OF SERVICE

- Location:** Various throughout the Scottish Borders region- Berwickshire, Galashiels, Earlston, Eyemouth, Hawick, Jedburgh, Kelso, Peebles and Selkirk areas. (Colleagues may be required to work at any Live Borders site during their career with us).
- Hours of Work:** Various hours available but with the ability to be flexible, approx **37** hours per week, **12** hours per week and **4** hours per week respectively, worked as agreed with line manager
- Payment Method:** Paid monthly on the last banking day of each month.

Some of the following criteria may not apply due to the short term nature of your contract during the Easter and Summer holiday periods only.

- Annual Leave:** Up to 2 years' service = 30 days (pro-rata for part time)
Increases by an extra day after completion of two years' service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 5 additional days.
- Public Holidays:** 4 designated public holidays per year (pro-rata for part time)
- Notice Period:** 4 weeks, as detailed in any offer of employment
- Pension:** Option to join Group Personal Pension; employee contribution from 5% with the option to join the Local Government Pension Scheme after 5 years' service.
- Equal Opportunities:** Live Borders is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.
- Sickness Allowance:** Employees with less than 6 months' service get Statutory Sick Pay (SSP) only. Occupational Sick Pay is available to employees with more than 6 months' service (when the sickness commences) and starts from 5 weeks' full pay/ 5 weeks half pay and increases to a maximum of 26 weeks' full pay/ 26 weeks half pay after 5 years' service.
- Presentation:** Live Borders has strict standards of presentation; which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.
- Other Benefits:** Free access to all our sports facilities
Cycle To Work Scheme
Access to Association of Scottish Visitor Attractions
Healthy Extras- Includes retail discounts and access to health and wellbeing services

Please note that this is a summary of Live Borders conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contra

1. INFORMATION FOR ALL JOB APPLICANTS

Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, Live Borders requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

1. A passport describing the holder as a British Citizen
2. A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
3. A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
4. A registration card which indicates that the holder is entitled to take employment in the UK
5. A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
6. A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

Disclosure Scotland

The successful candidate will be subject to a Disclosure Scotland Basic check or registration with the Protecting Vulnerable Groups Scheme, if this a requirement of the post. The cost of this registration will be met by Live Borders.

Live Borders

For more information about Live Borders please visit our website www.liveborders.org.uk

Please contact our People Team on recruitment@liveborders.org.uk if you require any other information about working for Live Borders