

A map of Scotland is shown in a light green color. Overlaid on the map are several large, colorful triangles pointing downwards. From top to bottom, the triangles are blue, yellow, green, pink, and purple. The top of the map is partially obscured by a dark grey horizontal bar.

Recruitment Pack for

Active Schools Manager

Hours: 37 hours per week
Location: Live Borders HQ
Closing Date: Monday 8th July 2024
Job Ref No: 0814
Salary: Grade 10 £19.28 - £20.86
(£37,196.59 - £40,244.86)

This pack includes details about our organisation to assist you with your application:

- Introduction to Live Borders
- Our Strategic Vision
- Our Values
- Job Description and Person Specification
- Conditions of Employment

More information can be found on our website www.liveborders.org.uk

If you would like to apply for this post, all you need to do is click [here](#)!

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.

If you have a disability and need assistance in completing your application form, please contact our People team recruitment@liveborders.org.uk to discuss your needs or request a call back.

We look forward to receiving your completed application.



Introduction to Live Borders

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 Trustees who set the strategic direction and monitors 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 new funding streams
- Build on our reputation for great customer service
- Create a sustainable charity
- Nurture our people to be proud of what they do

Our 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 led by the CEO 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.

JOB DESCRIPTION AND PERSON SPECIFICATION

Post Title:	Active Schools Manager
Directorate:	Active Communities
Reporting to:	Head of Active Communities

Job Purpose:

- To be responsible for the development, implementation and ongoing management of the Active Schools service, maximising opportunities for children and young people to participate in sport and physical activity and delivering opportunities in school and the wider community.
- To be the strategic lead for Active Schools with sportscotland, supporting the development, implementation and delivery of the Partnership Agreement in relation to the Active Schools service.

Overall Job Responsibilities:

- Manage Active Schools staff – up to 10 professional staff based across clusters in the Scottish Borders to be line managed
- Deliver on sportscotland’s key objectives as follows:
 - Provide high quality opportunities for all young people to take part in sport & physical activity before school, at lunchtime and after school.
 - Develop, lead and support effective pathways to connect schools, clubs and communities.
 - Provide inclusive opportunities by using targeted approaches to remove barriers to participation.
 - Develop a network of volunteers to deliver activity sessions.
 - Develop and supports leadership opportunities for young people.
 - Work collaboratively with all Sports Development staff to integrate and develop the work of Active Schools and Community Sport Hubs.
 - Develop and deliver an effective Active Schools model in all learning communities.
 - To align the work of Active Schools with service priorities in line with Live Borders objectives.
 - Partnership Joint Working – develop effective collaborative work with key Active Schools stakeholders.

- General – take on other reasonable duties within the course of the post as required.

Specific Management Responsibilities

- The postholder will establish effective consultation processes with schools, colleges and the community, and monitor the effectiveness of individual initiatives. The postholder will ensure that the aims of the Active Schools Programmes are being achieved within the schools where line managed staff are operating.
- Developing proposals with a view to influencing Active School policy. Initiating and contributing to interagency approaches.
- The postholder will have full responsibility for an operational budget for the Active Schools programme. This budget is for resources, training and services as required.
- Identifying and securing alternative sources of funding to support the work of Active Schools.
- Devising training and support programmes and materials for a range of employees (including volunteers)
- Preparing and presenting information on the work of the Service to other agencies, community groups and members of the public.
- Assisting in the preparation of reports for the Service, and their presentation internally (Board of Trustees) and externally (Local Authority Committees/NHS)
- Developing personal and professional support mechanisms to colleagues and team members.
- Promoting Active Schools activities as appropriate. Managing, monitoring and reporting on delegated budgets.
- The postholder has wide ranging contacts arising from their responsibility to organise Active Schools sport and physical activity events and programmes:
 - Staff at all levels throughout the department particularly in connection with joint initiatives.
 - Head Teachers for example to discuss support and resources for the local Active Schools programme.
 - Senior managers, professional staff from range of agencies both internal and external.
 - External delivery partners within the Local Authority, particularly those groups

- Appropriate deployment of professional staff, particularly in relation to Active Schools Plan objectives.
- Setting and agreeing performance targets with team members. Taking appropriate action when attainment is not achieved.
- Providing advice, guidance or direction in relation to resolving problems resulting from work with schools, clubs, community groups and organisations.
- Recruitment and selection of staff at all levels.
- In conjunction with colleagues, determine strategies to provide a quality service to the Scottish Borders in line with Council priorities.
- Deciding on what issues require to be referred to the Active Schools Manager for action or approval and subsequent escalation to Head of Active Communities.
- Deciding on the appropriate level of reporting in relation to grievance and disciplinary matters, health and safety, equalities and child protection guidelines.
- In taking the above decisions correctly the Council should have an effective well trained Active Schools workforce achieving set targets

This profile is indicative of the nature and level of responsibility associated with this post. It is not exhaustive and the post holder may be required to undertake such duties as may be required by Live Borders to meet the needs and responsibilities of the service and the organisation.

Other details

Working hours are 37 hours per week. On occasions, evening and weekend work may be required.

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

Requirement for PVG/Disclosure check – yes (Enhanced)

Salary – Subject to Job Evaluation process

Person Specification

EDUCATION/QUALIFICATIONS AND TRAINING			
Essential	Assessed by	Desirable	Assessed by
<ul style="list-style-type: none"> • Educated to degree level or GTCS registered • Full driving licence and regular access to a car for travelling across the Borders 	App App	<ul style="list-style-type: none"> • Membership of a relevant professional organization is desirable or post degree qualification in a subject relevant to the post. 	App
EXPERIENCE			
Essential	Assessed by	Desirable	Assessed by

<ul style="list-style-type: none"> Experience of physical activity planning and strategic knowledge of sports development planning 	Int/App		
<ul style="list-style-type: none"> Ability to lead, manage and develop a team, including recruitment, supervision, work planning, and performance management. 	Int/App		
<ul style="list-style-type: none"> Proven project and event management experience and of working in a school environment 	Int		
<ul style="list-style-type: none"> Financial management including budget preparation, monitoring and reporting against targets. 	Int		
<ul style="list-style-type: none"> Experience in successful partnership working and the ability to identify good practice 	Int		
SKILLS AND KNOWLEDGE			
Essential	Assessed by	Desirable	Assessed by
<ul style="list-style-type: none"> Ability to lead, manage and develop a team and advocate for services. 	Int	<ul style="list-style-type: none"> Previous experience of managing and reporting on budgeted projects 	Int
<ul style="list-style-type: none"> Clearly demonstrate knowledge and understanding of the aims of the Active Schools network and experience in promoting the role of physical activity and sport. 	Int/App		
<ul style="list-style-type: none"> Clearly demonstrate excellent communication skills with effective influencing, persuading and negotiating skills. 	Int & App		
<ul style="list-style-type: none"> Personal resilience and ability to prioritise tasks/meet deadlines and work on own initiative 	Int		
<ul style="list-style-type: none"> Confident in the effective use of ICT (including Word, Excel, and Powerpoint) 	Int		
<ul style="list-style-type: none"> Possess personal motivation, which inspires a strong commitment to working towards the concept of Active Schools 	Int		
<ul style="list-style-type: none"> Enthusiastic and highly motivated with the ability to motivate others 	Int		
<ul style="list-style-type: none"> Experience of implementing HR procedures and policy. 	Int		
<ul style="list-style-type: none"> Excellent interpersonal skills 	Int		
<ul style="list-style-type: none"> Confident and able to deal with and present to a range of audiences. 	Int		
<ul style="list-style-type: none"> Value and promote equality and diversity within Active Schools and with partners 	Int		

KEY

A – Application

I – Interview

R– Reference

T - Test

SUMMARY OF CONDITIONS OF SERVICE

Location:	Live Borders HQ (colleagues may be required to work at any Live Borders site during their career with us).
Hours of Work:	37 hours per week worked as agreed with line manager
Payment Method:	Paid monthly on the last banking day of each month.
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 ASVA 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 contract.

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 Protecting Vulnerable Group registration to become a member of the Disclosure Scotland PVG 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.