

A map of South East England is shown in a light green color. Overlaid on the map are several large, colorful triangles pointing downwards. The top row consists of four triangles: blue, yellow, green, and pink. The bottom row consists of three triangles: orange, light purple, and light green.

Recruitment Pack for

# Active Schools Coordinator

**Hours:** 22.2 hours per week  
**Location:** Jedburgh Grammar Campus  
**Closing Date:** Tuesday 13<sup>th</sup> August 2024 at 5pm  
**Job Ref No:** 0819  
**Salary:** Grade 8 - £32,219.04 to £34,842.86 pro rata (£16.70-£18.06ph)

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

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

More information can be found on our website [www.liveborders.org.uk](http://www.liveborders.org.uk)

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

The anticipated interview date is **Thursday 22<sup>nd</sup> August 2024**

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](mailto: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.

## Our Department

### ACTIVE COMMUNITIES

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

#### Active Schools

Active Schools is a **Sport Scotland** led programme designed to encourage children and young people to get active and stay active. **Sport Scotland** 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 coordinator's 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><b>Steady:</b> 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><b>Gentle Movement/Gardening/Walking:</b> All options are low level which include outdoor activities and <a href="#">health walks</a>. Gentle Movement is a class that focuses on breathing awareness and relaxation.</p> <p><b>Small Group Exercise/Health Condition Classes:</b> 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><b>Activity Referral Membership:</b> 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 program 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 programs, 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 AND PERSON SPECIFICATION

<b>Post Title:</b>	Active Schools Coordinator
<b>Reports to:</b>	Active Schools Manager

### Job Purpose

To increase lifelong activity levels of children and young people by providing as many opportunities as possible to take part in sport and physical activity before school, during lunchtimes and after school.

### Responsibilities

1. Recruit, retain, develop and reward a workforce infrastructure of people to deliver quality opportunities within schools and the local community.
  - Provide mentoring, support and leadership/CPD opportunities to ensure the workforce is actively making a difference and of the highest standard possible.
  
2. Provide more and quality opportunities for all children to participate in physical activity and sport and enable the creation of pathways from school to the wider community.
  - Increase the number and diversity of children participating in sport and physical activity.
  - Support and develop effective partnerships and pathways between schools and clubs to facilitate lifelong participation and opportunity.
  - Locally manage the delivery of a coordinated school sport programme of competition and fixture-based activity to drive increased participation of children and young people.
  
3. Increase participation across disadvantaged groups as identified through our strategy, working with partners and external agencies to engage and maintain participation across school, club and performance sport.

4. Ensure the profile of all opportunities, pathways and development are of the highest standard possible and visible to all schools, communities, partners and key stakeholders using formats including Sport Scotland reports, Live Borders reports, local press, social media and more.
5. Report and communicate locally and nationally the impact being made to lifelong participation both quantitatively and qualitatively through a consistent process. Utilising the evidence to effectively impact the Active Schools programme and wider sport and physical activity service moving forward.
6. Collaborate with key stakeholders and partners to achieve an integrated PEPAS (Physical Education, Physical activity and sport) and locality planning approach to maximising opportunities for all.
7. Customer focussed approach to all Active Schools accountabilities whilst also ensuring quality assurance is maximised.
8. Responsibility to manage, lead, develop, motivate and train all staff and workforce to meet the objectives of the Active Schools programme.
9. Effectively plan, manage and utilise financial budgets to aid achieving the objectives of the Active Schools programme.
10. Build and maintain good working relationships with colleagues within the organisation
11. Ensure that services are delivered with a customer focused ethos
12. Positively represent Live Borders internally and externally e.g. at networking events, meetings, conferences and exhibitions to enhance and strengthen the Live Borders' profile.
13. Comply with, and ensure compliance with, all Live Borders policies and procedures
14. Promote equal opportunities in service delivery and management of staff/ volunteers
15. Ensure services meet Health and Safety standards established by Live Borders



16. 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.

17. 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 will be required to hold a full, valid driving license and have access to a car

**Person Specification:**

<b>EDUCATION</b>			
<b>Essential</b>	<b>Key</b>	<b>Desirable</b>	<b>Key</b>
Degree and/or further relevant experience or qualifications in a sports and/or business-related discipline	App	Membership of a relevant professional organization	App
<b>EXPERIENCE</b>			
<b>Essential</b>	<b>Key</b>	<b>Desirable</b>	<b>Key</b>
Extensive experience of engaging with children and young people through sport and physical activity in education, sport health, community, leisure and/or	App./ Int.	Experience of the primary curriculum and working in a school environment	App.



recreation industries.			
Proven project management experience.	App./ Int.	Experience of physical activity planning and knowledge of strategic sports development planning	App./ Int
<b>SKILLS AND KNOWLEDGE</b>			
<b>Essential</b>	<b>Key</b>	<b>Desirable</b>	<b>Key</b>
Knowledge and understanding of the aims of the Active Schools Network	Int.	Knowledge of financial management	Int.
Excellent verbal and written communication skills.	Int.	Knowledge of the Sports Development process and pathway	
Ability to engage with key partners.	Int./ Ref.	Ability to coordinate and bring together all elements of Active Schools work.	
Ability to priorities tasks, meet deadlines and work on own initiative.	Int.		
Ability to work with minimum supervision and track record of meeting tight deadlines.	Int.		
Excellent inter personal skills.	App./Int.		
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:	<b>Jedburgh Grammar Campus</b> (colleagues may be required to work at any Live Borders site during their career with us).
Hours of Work:	<b>22.2 hours per week</b> 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 few 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](http://www.liveborders.org.uk)

Please contact our People Team on [recruitment@liveborders.org.uk](mailto:recruitment@liveborders.org.uk) if you require any other information about working for Live Borders.

