



Recruitment Pack for

# Cultural and Creative Development Officer

**Hours:** 22.5 hours per week  
**Location:** Heart of Hawick  
**Job Ref No:** 0844  
**Salary:** Grade £13.68 - £14.79  
(Salary £26,392.60 - £28,534.10)

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](http://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](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.

Live Borders are proud to be one of the largest accredited Living Wage employers in the Scottish Borders.



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Post Title:</b>	Cultural and Creative Development Officer
<b>Directorate:</b>	Live Borders Arts and Creativity
<b>Reporting to:</b>	Head of Arts & Creativity

Responsible for delivering programme of cultural and creative work which provides opportunities for people to engage and participate in the arts. which deliver social, health and cultural impacts on individuals, local creative and the wider community.

### Key Accountabilities:

1. Manage the delivery of the annual Visual Artist and Craft Maker Awards which provide financial support to Scottish Borders based visual artists and craft makers in their creative development.
2. Design projects which will provide Scottish Borders based artists, to deliver health, social and cultural value across the region. This may include, but is not restricted to, creative place-making, artists residencies and commissions.
3. Design and deliver programmes in the field of culture and creativity which will generate income for Live Borders.
4. Meet targets set for achievement of income generation from programmes.
5. Collaborate with key partners and stakeholders to deliver programmes which will support creative health and wellbeing projects. Deliver opportunities for informal learning, participation and engagement, helping people and communities to develop an understanding and appreciation of the arts and its benefits.
6. When required, provide advice to Borders based creatives participating in performing arts at any level. On a case-by-case basis this may include advice and signposting on funding, local opportunities, professional development, joint working etc.
7. In conjunction with the Head of Arts & Creativity, actively seek out and secure new sources of external grant funding or sponsorship and new business opportunities for Live Borders Arts and Creativity.
8. Work as part of the Arts & Creativity team to meet objectives against the agreed operational plan.

## Outline of Duties

1. Manage contracting and supporting freelance artists, tutors and suppliers when required, including promoting opportunities for Borders based creatives through sector specific channels.
2. Deliver VACMA as agreed with partners and funders on time and within budget, ensuring the maximum impact for participants and Live Borders.
3. In collaboration with Head of Arts and Creativity attend appropriate events and meetings to promote the work of Live Borders Arts & Creativity and seek new opportunities and relationships that will benefit the achievement of objectives within the operational plan.
4. Analyse and report on feedback from participants of Arts & Creativity led workshops, events or activities, with reference to the 'Happier, Healthier and Stronger' evaluation matrix.
5. Work with the Live Borders marketing team to design and deliver marketing and communications which promote the opportunities and outcomes that Live Borders Arts & Creativity provides by contributing to marketing and communication plans.
6. Work with the Head of Arts & Creativity to prepare funding bid and ensure funding is in place future Arts & Creativity projects that are aligned to the Unit Plan.

EDUCATION			
Essential	Assessed by	Desirable	Assessed by
Relevant Degree and/or professional qualification in arts development or a related subject and up to 3 years' experience in an arts development role	A		A
EXPERIENCE			
Essential	Assessed by	Desirable	Assessed by
Strong understanding/experience of the creative, performing and visual arts sectors.	I		I
Experience of designing and developing performing and visual arts based participatory projects/programmes of activity from conception to evaluation.	A/I		
Experience of planning and delivering training with and for partners, practitioners and volunteers.	A/I		
Experience of securing funding from public, private and / or independent sources.	I		

Experience of and high motivation to develop new income generating initiatives and securing alternative sources of funding.	I		
Experience of preparing, implementing and monitoring evaluation against criteria set for a project	A		
Experience of engaging new and developing existing audiences to develop new and evolving programmes, reach new and expanding audiences and engage repeat visits.	T		
Experience of successful project management from development of concept, through design and implementation to project monitoring, evaluation and reporting	A		
<b>SKILLS AND KNOWLEDGE</b>			
<b>Essential</b>	<b>Assessed by</b>	<b>Desirable</b>	<b>Assessed by</b>
Strong understanding of the creative, performing and visual arts sectors in the Scottish Borders.	I	Driving license and access to a car for work-related travel	A
Excellent organisational skills with rigorous attention to detail at both planning and realisation stages, and the ability to effectively prioritise and provide accurate reports.	A	Resilient and able to deal confidently with difficult challenges	I
Sound financial management skills with the ability to interpret complex information.	A/I	Commercial Awareness in relation to a charitable trusts delivering public leisure and culture services.	
Excellent communication skills verbal & written (incl. grammar/spelling)	A		
Ability to prioritise tasks, meet deadlines and work on own initiative	A		

Competent IT skills and confident in using Word, Excel & PowerPoint and social media	A		
Evidence of successful partnership working/networking skills	I		
An understanding of issues and challenges faced by communities and individuals in engaging in arts activities and knowledge and experience of how to overcome barriers to deliver change.	I		

- **KEY**
- **A** - Application
- **I** – Interview
- **R**– Reference
- **T** - Test

## SUMMARY OF CONDITIONS OF SERVICE

Location:	<b>Live Borders Heart of Hawick</b> (colleagues may be required to work at any Live Borders site during their career with us).
Hours of Work:	<b>22.5</b> 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 listed 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 holder 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 is 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.