



RECRUITMENT PACK

Gymnastics Programming Coordinator





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ABOUT LIVE BORDERS

Live Borders is a forward-looking charitable trust at the heart of the Scottish Borders, delivering active, creative, heritage, life-long learning and community services that make a real difference to people's lives.

We exist to help communities thrive - physically, creatively and socially.

Every day, our teams support people to be active, curious and connected, whether that's through sport and fitness, libraries and learning, arts and heritage, museums, events or community programmes.

Since our establishment in 2016, Live Borders has brought together sport, leisure, culture and learning services into one organisation with a shared purpose: to improve wellbeing, reduce inequality and strengthen communities across one of Scotland's most distinctive regions.



A PLACE-BASED ORGANISATION DELIVERING SOCIAL IMPACT

The Scottish Borders is a unique place - rural, diverse and deeply connected to its communities. Live Borders reflects that. We deliver services across towns, villages and rural communities, reaching people of all ages and backgrounds.

Each year, we support more than a million visits to our sport and leisure facilities and hundreds of thousands of visits to our cultural venues and services. But our ambition goes beyond numbers. We want to ensure that what we offer is relevant, inclusive and responsive to the changing needs of the communities we serve.

We reinvest every penny we generate back into services and communities, ensuring public value and social impact sits at the heart of everything we do.

A TIME OF OPPORTUNITY AND CHANGE

Live Borders is on an exciting journey. With new leadership and a clear focus on impact, we are strengthening how we engage with communities, partners and stakeholders, and how we tell our story.

This is a place for people who want to make a difference - who are motivated by purpose, but also excited by change, improvement and innovation.



A MESSAGE FROM OUR CHIEF EXECUTIVE

Thank you for your interest in joining Live Borders.

Live Borders plays a vital role in the life of the Scottish Borders. Every day, our teams support people to be active, creative, curious and connected, through active living, creativity, culture and heritage, learning and community services. The impact of this work is felt across our communities, and it matters deeply.

We are a values-led organisation with a strong sense of purpose, and we are also one that is evolving, responding to the changing needs of our communities, the challenges facing the public and third sectors, and the opportunities ahead of us. This is a moment to be ambitious, thoughtful and bold about how we deliver our services and how we engage with the people we serve.

Everyone who works at Live Borders plays a part in our success. We are looking for people who care about people and place, who bring ideas, enthusiasm and commitment, and who want to do work that makes a positive difference. Whether your role is frontline, operational, specialist or strategic, you will be supported to contribute, grow and do your best work.

At Live Borders, we value openness, inclusion and teamwork. We believe that empowered people deliver the best services, and we are committed to creating an environment where our teams can grow, develop and do their best work.

If you are motivated by purpose, excited by change and keen to be part of an organisation rooted in community and impact, I encourage you to consider joining us.

I look forward to welcoming you to Live Borders.

Catriona McAllister
Chief Executive
Live Borders



THE ROLE

Hours: 37 hours per week / Permanent

Location: Newtown St Boswells

Salary: £30,444.10 - £32,913.58

To lead and develop Live Borders' Recreational Gymnastics Programme across designated sites, ensuring high-quality delivery, growth, and customer satisfaction.

This role focuses on driving participation and income through innovative programming, coach development, and community engagement, while maintaining compliance with British Gymnastics (BG) and safeguarding standards.



KEY RESPONSIBILITIES

Service Delivery & programme coordination	Coordinate the day-to-day delivery of the recreational gymnastics programme, including Parent & Child, Pre-School, and Recreational sessions.
	Lead, mentor, and support a team of gymnastics coaches, ensuring quality and consistency.
	Ensure programmes are aligned with organisational goals and meet income and participation targets.
	Develop innovative activities to attract new participants and retain existing customers.
	Monitor programme performance and report on participation, income, and membership conversion.
	Plan, organise, and review lesson content to meet GB badge frameworks and session goals.
	Drive participation and income through innovative programme development and effective resource management. Accountable for the successful growth and development of sports programming, ensuring that financial, strategic and operational targets are achieved.
	Deliver high-quality sessions when required, maintaining engagement and safety.
	Collaborate with the Sports Programming Lead, Programming Coordinators and Membership teams to develop strategies that increase enrolment and retention.
	Ensure that your team understand the organisation's long term strategic and operational plans and the values of the organisation.
	Collate and analyse business performance data pertaining to all Sports programming and produce regular reports and an annual operational plan using this data which defines operational objectives & actions.
	Maintain excellent customer service standards and respond to feedback effectively.
	Work towards KPIs for attendance, customer satisfaction, coach performance, and revenue generation.
	Responsible for planning, selecting and maintaining equipment.
	Working with the marketing section to develop marketing and communication plans for all activities within the sports programming services.
	Be an active and effective member of the Leisure Services team, working closely with the Sports Programming Lead and other coordinators to ensure consistency and quality.
	Ensure the legal requirements relating to Health & Safety and child protection are met, whilst following GB guidelines & legislation.
	Maintain robust training and compliance processes across all activities.
	Assure compliance with the organisations policies and procedures.
	Manage customer data safely and effectively and ensure robust processes are in place.
	Build and maintain good working relationships with colleagues within the organisation
	Represent Live Borders internally and externally e.g. at networking events, meetings, conferences and exhibitions to enhance and strengthen the Live Borders' profile



KEY RESPONSIBILITIES

People Management	<p>Manage staff rotas for activity sessions, ensuring cost-effective deployment.</p> <p>To be responsible for the staffing levels within the selected venues/sessions, evaluating and organising staffing requirements to ensure the most cost effective use of staff resource.</p> <p>Undertake a full range of line management responsibilities including recruitment, induction, appraisal, training and development, absence management, performance, discipline and grievance.</p> <p>Ensure that all relevant industry qualifications, training, CPD and safety practices are managed.</p> <p>Provide guidance and training for Level 1 coaches and assistants.</p> <p>Monitor coach performance and deliver feedback to maintain standards.</p>
Budget Management	<p>Participate in the budget setting process, manage and monitor allocated budget working within Live Borders financial regulations and procedures</p> <p>Assist in monitoring of budgets for allocated programmes and ensure cost-effective delivery, tracking income against targets and highlight variances promptly.</p> <p>Manage monthly subscriptions and accounts on a regular basis with the ability to problem solve and create processes to ensure effective overall management is in place.</p>
Skills and Experience	<p>Be aware of practices in other Trusts and within the industry and adopt best working practices wherever relevant.</p> <p>Have a sound knowledge of sports & leisure trust operating and programming requirements.</p>
Quality	<p>Ensure services meet Health and Safety standards established by Live Borders.</p> <p>Comply with, and ensure compliance with, all Live Borders policies and procedures.</p> <p>Promote equal opportunities in service delivery and management of staff.</p> <p>Ensure that services are delivered with a customer focused ethos.</p>
	<p>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.</p>
	<p>As a manager you must ensure that employees must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out.</p>



KNOWLEDGE & EXPERIENCE

EDUCATION

Essential	Assessed	Desirable	Assessed
A formal qualification in Leisure Management or equivalent	A/I	Safeguarding and/or Health & safety related qualifications	A/I
Level 2 or above sports coaching/teaching qualification or equivalent in gymnastics.	A/I	Other sports coaching qualifications & CPD.	A/I

EXPERIENCE

Essential	Assessed	Desirable	Assessed
Demonstrable proven experience in achieving commercial targets, particularly in relation to programming of activities and membership sales and retention processes	A/I	Experience of leading sports coaching & programming Services across a whole organisation – particularly gymnastics.	A/I
Experience of line managing staff and dealing with a range of staff management issue	A/I	Experience gained within a charitable, leisure/ cultural trust	A/I
Experience in developing and increasing income	A/I	Experience of developing business cases	A/I
Experience of delivering services that are compliant with health and safety	A/I		
Experience of effectively managing budgets	A/I		
Experience of developing strong successful partnerships and working in collaboration to deliver key outcomes	A/I		



SKILLS AND KNOWLEDGE

Essential	Assessed	Desirable	Assessed
Excellent communication skills, (both written and oral) with ability to deliver to a variety of audiences	A/ I/ R	Knowledge of market review and customer engagement	A/I
Knowledge of industry sector	A/I	Understanding of the needs of customers and retention practices	A/I
Well-developed organisational skills	A/I	Knowledge of Quality Management Systems	A/I
Self-motivated, with the ability to work proactively using own initiative	A/I		
Ability to influence both internally and externally and ensure compliance	A/I		
Excellent Microsoft Office skills	A/I		
Ability to organize, prioritise and meet deadlines	A/I		
Ability to work collaboratively with others to provide a high quality service	A/I		
Ability to work largely unsupervised and to use initiative	A/I		
Excellent interpersonal skills and the ability to develop and maintain effective working relationships and interact persuasively with all staff	A/I		



PACKAGES & BENEFITS

Pension: Starts with a 5% company contribution into an Aviva scheme, increased to 10% after 2 years service. After 5 years service, you can join the Local Government Pension Scheme (current company contribution is 17%)

Holidays: Starts at 30 days of annual leave plus 4 public holidays (for Christmas and New Year). Increases with service up to a maximum of 35 days after 6 years' service.

Free membership at our Gyms & Swimming Pools

Free entry to our Attractions (e.g. The Great Tapestry of Scotland, The Jim Clark Motorsport Museum)

Death in Service benefit of 3 times salary

ASVA membership: We are a corporate member which means staff can get free access to other member attractions, including Edinburgh Zoo and Historic Scotland sites.

Cyclescheme: Saves the employee tax and NI contributions on the purchase of a new bike and accessories

Help@Hand: Employee assistance programme which includes a variety of services including a 24 Hour advice and information line with support including -

- Counselling and legal information
- Financial Support
- Remote GPs: where employees can arrange a call back from a practising UK GP 24/7
- Savings and discounts - access savings and rewards across a variety of big brands



WORKING IN THE BORDERS

The Scottish Borders is an outstanding place to live and work, offering an excellent quality of life alongside rewarding career opportunities. Live Borders plays a vital role in supporting culture, sport, learning and wellbeing across the region's communities.

Predominantly rural and rich in history, the Borders is known for its strong local identity, traditions such as the Common Ridings and its sporting heritage as the birthplace of seven-a-side rugby in Melrose.

The area offers exceptional opportunities for outdoor activity, with world-renowned mountain biking at Glentress, beautiful walking and cycling routes and access to the Berwickshire coast. A wide range of sports, leisure and cultural facilities are available throughout the region.

The Borders also has a vibrant cultural scene, with libraries, museums, galleries, festivals, theatres and community arts across its towns, alongside excellent cafés, restaurants and independent shops.

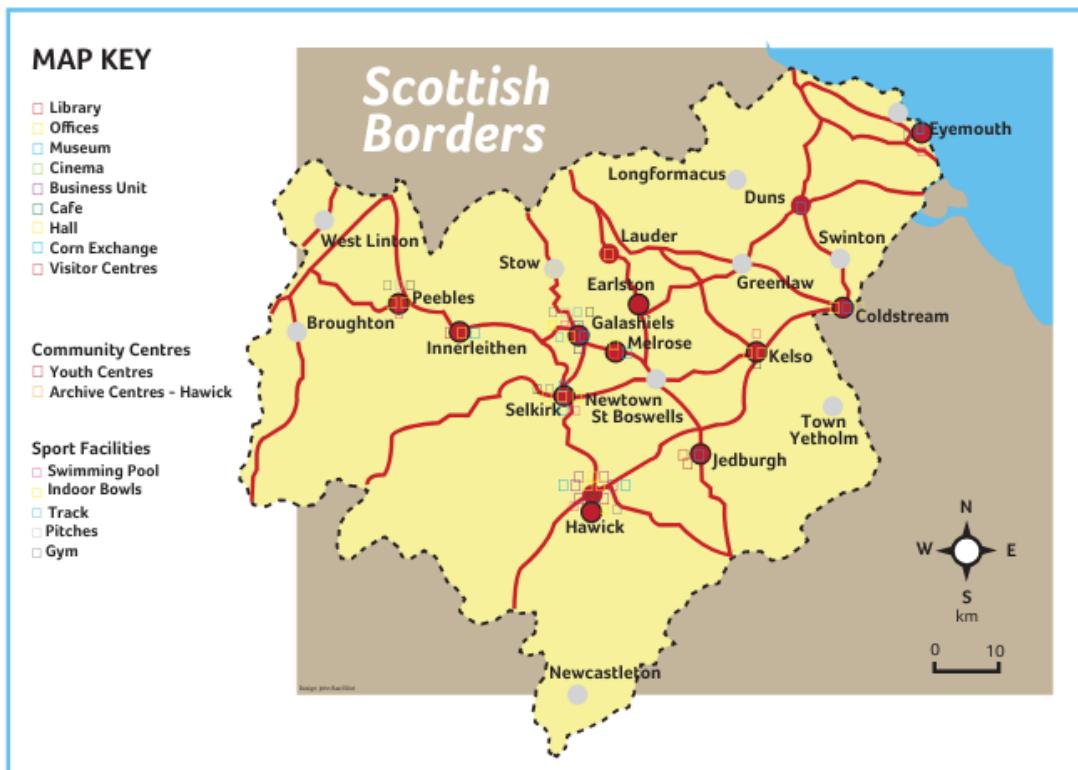
Despite its rural setting, the Scottish Borders is well connected. Edinburgh is around 30 miles away, with regular rail services via the Borders Railway taking around 50 minutes. There is also easy access to Glasgow, Newcastle and major airports.

The region offers strong education provision, with a network of primary and secondary schools across the region, and more affordable housing than many UK cities - making it an attractive option for individuals and families alike.

Working for Live Borders means being part of an organisation that makes a real difference to people's lives, while enjoying everything the Scottish Borders has to offer.



WORKING IN THE BORDERS



OTHER DETAILS

- Undertake any other reasonable duties which may be requested by Live Borders
- Requirement to work out with normal hours (evenings/weekends): Occasional, by arrangement
- Full UK Driving Licence and access to vehicle essential.
- Live Borders offers a flexible working environment, with a hybrid approach.
- Requirement for PVG/Disclosure check



NEXT STEPS

If you would like more information or an informal chat about the role, please contact Scott Weir on sweir@liveborders.org.uk

If you would like to apply for this post, head to
<https://liveborders.bamboohr.com/careers>

Hours: 37 hours per week/Permanent

Location: Newtown St Boswells

Salary: £30,444.10 - £32,913.58

Closing Date: 2nd March 2026 at 9am

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.

We look forward to receiving your completed application.