



RECRUITMENT PACK

Caretaker





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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: 30 hours per week

Location: Kelso Tait Hall/Jedburgh

Salary: Grade 1 £13.45 – 13.78

(£25,948.82 - £26,585.48 pro rata)

Provide caretaking cover and assistance when required in Live Borders Venues, Halls and Community Centres situated across the region.



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



KEY RESPONSIBILITIES

Caretaker

Ensure the security/ safety of the building and those using it.

Maintain a high standard of general tidiness in the hall and outside area surrounding the hall, by cleaning all public areas and office space.

Ensure rooms/ hall are prepared and available for hirers, with any equipment checked and laid out prior to use. Setting up rooms or providing furniture and equipment to the requirement of the user group.

Notify the need for cleaning materials and other goods and services as required.

Ordering and maintaining supplies.

Take delivery of orders and ensure their safe storage.

Check that all cleaning equipment is in safe and efficient working order before use.

Deal with visitors and enquirers to the hall

Attend to administration relating to bookings and hires, this includes use of Microsoft Outlook for reviewing calendars and sending emails.

Ensure the hall is kept in a good and safe state of repair, reporting any maintenance needs.

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 company's profile

Comply with, and ensure compliance with, all Live Borders policies and procedures

Promote equal opportunities in service delivery.

Ensure services meet Health and Safety standards established by Live Borders

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.

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

- Undertake any other reasonable duties which may be requested by Live Borders
- Requirement to work out with normal hours (evenings/weekends): Occasional, by arrangement



KNOWLEDGE & EXPERIENCE

EDUCATION

Essential	Assessed	Desirable	Assessed
Good standard of education	A	Ladder Safety and Manual Handling certificated courses	A/ I
		Current Driving License	A/ I

EXPERIENCE

Essential	Assessed	Desirable	Assessed
Experience of using MS Office packages, especially Outlook	A/ I	Maintenance of site security	I
Familiarity with the safe use of cleaning material, chemicals and equipment.	A/ I	Maintenance of stock records	I
Working with members of the public	A/ I		



SKILLS AND KNOWLEDGE

Essential	Assessed	Desirable	Assessed
Ability to prioritise and organize own workload	I / R	Basic Health and Safety knowledge and awareness	I / R
Good communication skills	I / R	Basic knowledge of simple repairs and maintenance	I / R
To be able to accept responsibility and work unsupervised	I / R	Ability to operate equipment (i.e. floor polisher)	I / R
Enthusiastic and approachable	I / R		
Willingness to undertake relevant training	I		

KEY

A – Application

I – Interview

R– Reference

T – Test



NEXT STEPS

If you would like more information or an informal chat about the role, please contact Derek Wilson on dwilson@liveborders.org.uk

If you would like to apply for this post, head to <https://liveborders.bamboohr.com/careers/145>

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Closing Date: Monday 20th March 2026

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.