



RECRUITMENT PACK

Social Prescribing 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

Location: HQ/Various Sites

Salary: Grade 7 £16.10 - £17.40
(£31,052.92 - £33,571.79)

Job Description

To support and connect individuals with activities and services within Live Borders Social Prescribing Programme and other community groups and local services to help them become more independent, physically active and socially connected.

This role will also involve the delivery and facilitation of high quality, safe and engaging multi-activity sessions forming part of the programme.

Additionally, the postholder will undertake key administrative and operational tasks to support effective programme management.



KEY RESPONSIBILITIES

Programme development & delivery	Delivery of accessible, fun, and engaging sessions with both culture and physical activity content with the key aim of facilitating conversation, building relationships and confidence in individuals
	Ensure programmes are aligned with organisational goals and meet income and participation targets.
	Develop innovative activities to attract new participants and retain existing customers.
	Manage and triage referrals from both health professional and self-referral sources
	Carry out holistic assessments, understanding needs and what matters to provide personalised support, empowering individuals to own their health and wellbeing
	Signpost and connect into relevant services and opportunities, both within Live Borders and externally
	Community networking – Build positive relationships with local community and voluntary organisations
	Work sensitively with individuals to capture key information enabling tracking of the impact of the programme on health and wellbeing and encourage people to share feedback and case studies.
	Manage customer data safely and effectively and ensure robust processes are in place.
	Collate and analyse data pertaining to Social Prescribing Programming and produce regular reports for Health Interventions Programme Lead.
	Build and maintain good working relationships with colleagues within the organisation.
	Be an active and effective member of the Leisure Services team, working closely with the Health Interventions Programme Lead and other coordinators to ensure consistency and quality.



	Maintain excellent customer service standards and respond to feedback effectively.
	Responsible for planning, selecting and maintaining equipment.
	Working with the marketing section to develop marketing and communication plans for all activities within the social prescribing programme.
	Ensure the legal requirements relating to Health & Safety and child protection are met
	Maintain robust training and compliance processes across all activities.
	Assure compliance with the organisations policies and procedures, and national and local strategies.
	Represent Live Borders internally and externally e.g. at networking events, meetings, conferences and exhibitions to enhance and strengthen the Live Borders' profile
People Management	Manage staff rotas for activity sessions, ensuring cost-effective deployment.
	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.
	Undertake a full range of line management responsibilities including recruitment, induction, appraisal, training and development, absence management, performance, discipline and grievance.
	Ensure that all relevant industry qualifications, training, CPD and safety practices are managed.
Budget Management	Participate in the budget setting process, manage and monitor allocated budget working within Live Borders financial regulations and procedures
	Assist in monitoring of budgets for allocated programmes and ensure cost-effective delivery, tracking income against targets and highlight variances promptly.



	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.
Skills and Experience	Be aware of practices in other Trusts and within the industry and adopt best working practices wherever relevant.
	Have a sound knowledge of sports & leisure trust operating and programming requirements.
Quality	Ensure services meet Health and Safety standards established by Live Borders.
	Comply with, and ensure compliance with, all Live Borders policies and procedures.
	Promote equal opportunities in service delivery and management of staff.
	Ensure that services are delivered with a customer focused ethos.
	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.
	As a line manager you must ensure that employees 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.

Requirement for PVG/Disclosure check – yes, PVG.



KNOWLEDGE & EXPERIENCE

EDUCATION

Essential	Assessed	Desirable	Assessed
Full UK driving license	A	Recognised qualification to coach adults with long-term conditions	A/I
Level 2 or above sports coaching/teaching qualification or equivalent	A		

EXPERIENCE

Essential	Assessed	Desirable	Assessed
Experience of devising and implementing coaching lesson plans and individual exercise programmes	A/ I	Experience of coaching adults with a range of physical and mental health conditions/disabilities	A/ I
Experience in developing programming and increasing income, reducing health inequalities and increasing social value	A/ I	Experience gained within a charitable, leisure/ cultural trust	A
Experience of line managing staff and dealing with a range of staff management issue	I	Experience of developing business cases	
Experience of delivering services that are compliant with health and safety	I		
Experience of effectively managing budgets	I		



Experience of developing strong successful partnerships and working in collaboration to deliver key outcomes	I		
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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 National social prescribing strategies and procedures	I
Well-developed organisational skills	I	Understanding of the needs of customers	I
Self-motivated, with the ability to work proactively using own initiative	I/ R		
Ability to influence both internally and externally and ensure compliance	I/ R		
Excellent Microsoft Office skills	A/ I/ R		
Ability to organize, prioritise and meet deadlines	R		
Ability to work collaboratively with others to provide a high-quality service	R		
Ability to work largely unsupervised and to use initiative	R		
Excellent interpersonal skills and the ability to develop and maintain effective working relationships and interact persuasively with all staff	R		

KEY

App – Application; **Int** – Interview; **Ref** – Reference; **Test** – Test



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.

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

NEXT STEPS

If you would like more information or an informal chat about the role, please contact Jen Knox jknox@liveborders.org.uk

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

Hours: 37 hours per week

Location: HQ/Various Sites

Salary: Grade 7 £16.10 - £17.40
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Closing Date: Monday 4th May 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.