



# RECRUITMENT PACK

Active Health Instructor





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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:** 10 hours per week

**Location:** Eyemouth/Berwickshire

**Salary:** Grade 4 £14.10 - £14.70

(£27,202.85 - £28,360.42)

## Job Description

To deliver physical activity options for a wide range of health conditions and engage more people to become physically active and adopt healthier lifestyles. Active Health Instructors will deliver specialised physical activity and education options to specific groups of people (health conditions and older adults) as part of the Health and Physical Activity Development.

Active Health Instructors will be responsible for developing knowledge within this field, using this to create and deliver health improvement activities in venues across the Scottish Borders. Active Health Instructors will be adaptable and flexible to the varied needs of the participants attending. You will be an ambassador for Live Borders and our Health development work.



# KEY RESPONSIBILITIES

1. Deliver a range of health improvement physical activity and education options to clients as instructed by line manager.
2. Create class structure in line with training and adapt class content according to participant's needs.
3. Work to motivate clients experiencing health issues and older adults to be regularly physically.
4. active.
5. Provide appropriate, safe and knowledgeable advice about physical activity to client groups.
6. Promote the benefits of physical activity to targeted client group.
7. Actively promote the health activities being delivered by the service.
8. Positively represent Live Borders.
9. Attend profile raising events e.g. health open days/partner events and provide support to.
10. Development Officers.
11. Support Health Development Officers with the efficient triage of referrals from health professionals.
12. Attend training/educational opportunities and work towards qualifications where required.
13. Travel to and work in different locations around the Scottish Borders.
14. Ensure good working relationships with colleagues.
15. Complete administration duties as outlined by development officers.
16. Adhere to data protection and confidentiality practices.
17. Maintain appropriate registers and databases according to instruction from development officers.



18. Complete pre, post and during course assessments with client groups.
19. Ensure services meet Health & Safety standards established by Live Borders
20. Comply with, and ensure compliance with, all Live Borders policies and procedures
21. Promote equal opportunities in service delivery.
22. 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.
23. Employees shall work in accordance with policies, procedures, information and/or training received.
24. 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.

Requirement to work out with normal hours or weekends – when need arises.

Travel will be required, therefore you will need a full, valid driver's license.

Requirement for PVG/Disclosure check – Yes (Protected Adults)

**Note: the salary/pay of all posts within Live Borders are subject to a further review and evaluation.**



# KNOWLEDGE & EXPERIENCE

## EDUCATION

Essential	Assessed	Desirable	Assessed
Level 3 or 4 specialist exercise qualification (or working towards)	A	Industry recognized professional qualifications Member of appropriate professional body Counterweight trained PSI – level 4	A A A A

## EXPERIENCE

Essential	Assessed	Desirable	Assessed
Experience of working in a gym environment and/or health environment	A, I	Experience of working with vulnerable groups	A, I
Experience of engaging people through sport, physical activity in health, community, sport, leisure and/or recreation industries	A, I	Experience of delivering Exercise to Music classes	A, I
Experience of developing and promoting programming schedules	A, I	Experience of developing and promoting programming schedules across a number of sites	A, I



## SKILLS AND KNOWLEDGE

Essential	Assessed	Desirable	Assessed
Passion and drive to make a positive difference	A, I	Excellent interpersonal skills	A, I
Clear understanding of the benefits that physical activity can bring to all and ability to plan with attention to detail	A, I	Resilient and able to deal confidently with challenging situations	
Self-motivated, with the ability to work proactively using own initiative and motivate others.	A, I		
Ability to prioritize tasks, meet deadlines and work on own initiative.	A, I		
Credible and confident communicator	A, I		
Ability to work collaboratively with others to provide a high quality service	A, I		
Ability to organize, priorities and meet deadlines	A, I		

### 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](mailto:jknox@liveborders.org.uk)

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



**Hours:** 10 hours per week

**Location:** Eyemouth/Berwickshire

**Salary:** Grade 4 £14.10 - £14.70  
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**Closing Date:** Friday 29th 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](mailto:recruitment@liveborders.org.uk) to discuss your needs.

We look forward to receiving your completed application.