



LIVE BORDERS

RECRUITMENT PACK

Relief Museum Assistant

(Casual/ Seasonal)

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.

A handwritten signature in black ink, appearing to read "Cm" followed by a stylized flourish.

Catriona McAllister

Chief Executive
Live Borders

THE ROLE

Job Title	Relief Museum Assistant
Hour Of Work	Zero-hour contract
Salary	Grade 1 £13.45 - £13.78 (£26,585.48– £27,241.43)
Holidays	30 days, plus 4 public holidays
Location	Old Gala House Museum, Galashiels Halliwell's House Museum, Selkirk Mary Queen of Scots' Visitor Centre and Jedburgh Castle Jail Museum, Jedburgh
Reports To	Museums Galleries Libraries & Archives manager
Closing Date	Friday 3 rd July 2026

JOB PURPOSE

Our Front of House teams are integral to Live Borders' successful Museums and Galleries. We want every visitor to be greeted with a warm welcome to our venues and to experience a level of customer care which is second to none.

We are looking for dynamic, driven and confident people who are customer focused with a friendly, approachable manner as well as an eye for detail and ability to maximize income through retail sales, art sales and donations. Our teams throughout our Museums and Galleries are small and friendly, working flexibly throughout the season to provide a welcoming environment that all our visitors enjoy.

Applications are invited for the following roles:

Relief museums & galleries museum assistants (front of house).

- Old Gala House Museum, Galashiels
- Halliwell's House Museum, Selkirk
- Mary Queen of Scots' Visitor Centre and Jedburgh Castle Jail Museum, Jedburgh

There are no set hours or days and these roles will cover staff holidays, sickness absence and events during 2026-27- working on a casual contract basis, subject to availability and by arrangement with the line manager.

Please specify in application which museums you are interested in and if more than one site, please rank in order of preference.

PACKAGES & BENEFITS

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.

For free entry to our Attractions and free membership to our Gyms and Swimming Pools you will need to show your most current payslip for any hours worked

HOW TO APPLY

If you would like more information or an informal chat about the role, please contact Manager Fiona Colton, Museums, Libraries & Archives Manager on fcolton@liveborders1.org.uk

If you have a disability and require assistance completing your application form, please contact our People Team by email at R@liveborders.org.uk or by telephone on 01835 617049.

We look forward to receiving your completed application.

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