



LIVE BORDERS

RECRUITMENT PACK

Senior Library & Information Assistant

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	Senior Library & Information Assistant
Hour Of Work	32 hours per week
Salary	Grade £14.10 - £14.70 (£27,202.85– £28,360.42)
Holidays	30 days, plus 4 public holidays
Location	Eyemouth Library
Reports To	Library Service Development Lead
Closing Date	Friday 3 rd July 2026

JOB PURPOSE

The Senior Library I Information Assistant will be responsible for the operational running of Eyemouth library and line management of Eyemouth Library assistant staff, with an expected 20% of their time devoted to managerial tasks, and the remaining 80% of their time operating as a Library and Information Assistant.

The role will contribute to the provision of a high quality library service, delivering the daily operation of the library and delivering customer service excellence.

Service Delivery	Carry out day-to-day library routines and processes including the issue, return, shelving and maintenance of library materials, reservations, library member registration, promotion of digital resources (including BorrowBox and Press Reader) and the receipt and control of income, to ensure the efficient and effective delivery of services.
	Deliver high standards of customer care and excellent customer service.
	Be proficient in use of It including Spydus Library Management System and other IT applications for recording performance statistics on borrowing and usage of library resources, by customers. Carry out arrangements for the acquisition, borrowing, and return of library materials and collections from other libraries, in liaison with the Libraries Admin team at St Mary's Mill Selkirk.
	Work with colleagues and others in the community to build and maintain effective partnership working, develop a range of activities in Eyemouth Library and deliver

	continuous improvement to meet corporate and sector standards.
	Participate in appropriate project work, stock development and selection, peer group meetings, Book Bug sessions and activities across the service.
	Ensure the Library is well presented, clean and tidy and that book stock is regularly checked and replenished and that all building checks are carried out as directed and appropriately recorded. Act as a keyholder and as alarm call out for the library.
	Actively contribute to the promotion of the service including liaising with line manager and other colleagues on ideas for service development, ensuring customers are kept aware of new developments, maximise income generation opportunities and notify managers of any changes/closed periods etc, as regards opening hours/activities schedule.
Budget Management	Collect and bank library fees and charges, donations and other income, reconciling monies with the underlying transaction records. Control and account for any allocated petty cash, and cash floats in accordance with Trust procedures and Financial Regulations
People Management	Undertake management responsibilities to ensure that all staff are appropriately trained, supported and developed. This includes organising rota cover, authorising holiday leave, absence management, organising staff training and processing timesheets/travel claims. It is anticipated this will account for approximately 20% of the post holders time.
	Ensure that self and staff adhere to HR policies and procedures, support Equal Opportunities & Diversity, and comply with all Health & Safety requirements including good practice in the recruitment, development and management of staff or volunteers.
	Ensure that self and staff follow organisational procedures and practice in relation to developing productive and respectful working relationships and communicating within their teams and other colleagues/managers in Live Borders cultural services.

Other details:

Requirement to work out of hours – on occasions, and evening and weekend work can also be required.

Requirement for PVG/Disclosure check – No

Lone working – yes.

Act as Keyholder and as emergency alarm call out for the library.

Person Specification: SENIOR LIBRARY & INFORMATION ASSISTANT

Person Specification: Relief Library & Information Assistant (Casual)

EDUCATION/QUALIFICATIONS			
Essential	Assessed By	Desirable	Assessed By
Highers including English (or the equivalent level in similar educational qualifications)	App	Full clean UK driving licence	App
EXPERIENCE			
Essential	Assessed By	Desirable	Assessed By
Experience of working with the public as customers	App/Int	Significant work experience in public library sector or similar cultural settings	App/Int
Experience of working with computers and office technology, including Microsoft Office software, for record-keeping etc.	App/Int	Proficient in Microsoft Office (Word/Excel), Email, TEAMS online, SharePoint, Internet and social media APPS. Knowledge of library management systems (e.g. Spydus LMS, or similar)	App/Int
SKILLS AND KNOWLEDGE			
Essential	Assessed By	Desirable	Assessed By
Excellent communication skills, people skills, and a welcoming, friendly and respectful attitude.	App/Int		
Confident in working with a range of customers and activity/outreach participants- including	App/Int	Track record in assisting with delivery of a range of activities for all age groups,	App/Int

assisting library members, community groups, education groups and project partner organisations.		in a library or cultural services setting.	
Strong teamworking skills	Int		
Willingness to be keyholder, alarm call out and lone worker as required.	App/Int	Experience of being keyholder, alarm call out and experience in lone working.	App/Int
Excellent timekeeping skills, ability to work with initiative and flexibility-organise workload to meet schedules advertised to customers.	Int		
PERSONAL ATTRIBUTES			
Essential	Assessed By	Desirable	Assessed By
Genuine interest in helping customers.	App/Int	Evidence of maintaining own skill set, training and CPD related to customer service.	App/Int
Active library member with strong personal interest in literature, reading and E-audio resources	Int	Awareness of current reader trends in literature.	Int

KEY **App** - Application **Int** – Interview

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.

Cycle scheme: 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

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 fculton@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>

