



LIVE BORDERS

RECRUITMENT PACK

Relief Book Bug 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	Relief Book Bug Assistant
Hour Of Work	Zero Hour Contract
Salary	Grade 2 £13.78 - £14.12 (£26,585.48– £27,241.43)
Holidays	30 days, plus 4 public holidays
Location	Various Live Borders Libraries
Reports To	Libraries Lead
Closing Date	Monday 13 th July 2026

JOB PURPOSE

To assist with and deliver Bookbug programme of sessions on behalf of the Library and Information Service of Live Borders.

Main duties:

Deliver Bookbug programme of sessions to customers and carry out a range of tasks including:

- safety checks, setting-up rooms/equipment, checking- in participants, record-keeping, compiling feedback and short reports and helping with promotion and publicity through liaison with the library admin team at St Mary's Mill, Selkirk.
- Post holder will be encouraged to contribute ideas for themed Book Bug sessions in line with good practice/Scottish Book Trust guidelines, new content for sessions involving books, stories, songs and music.
- Contribute to planning proposals for the annual programme of Book Bug events, including outreach attendance at local festivals/external events.
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- Post holder will also be expected to act as a keyholder, as required and to liaise with caretaker/venues team staff at sites where required.
- The majority of work will involve lone working.

KEY RESPONSIBILITIES

- Attend training sessions and meetings (mostly online) including Shared Practices and the Bookbug Conference offered by Scottish Book Trust.
- Lead Bookbug sessions for children age 0-5 and families, at designated venues approved by Live Borders Library Service Development Lead/Live Borders Book Bug Co-ordinator.

- The post holder will follow Live Borders policies, procedures and guidelines including Health & Safety, Safeguarding/Child Protection, safe working practices and risk assessment.
 - Ensure all equipment, furniture and resources, books, toys and materials used in Book Bug sessions are fit and safe for purpose, suitable for age group 0-5 to use, and presented in a clean and appropriate way for each session.
 - Prepare rooms/spaces for delivering Book Bug sessions and ensure the environment and floor space is clean, safe and comfortable for all participants.
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- Assist with processing of any cash donations, resources or gifts received from the public and hand in to nearest Live Borders library or museum or St Mary's Mill Libraries office in Selkirk.
 - Collect statistics on sessions participation and distribute to and collect BookBug feedback forms from Book Bug participants and families, ensuring feedback is forwarded to the Service Lead/Bookbug Co-ordinator in good time, to collate and use in Library Service monthly participation reports.
 - Plan and deliver high quality, fun and engaging Book Bug sessions, including storytelling, songs, games etc suitable for age group 0-5 and collate feedback for evaluation.
 - Assist with publicising and promoting Book Bug sessions in designated local areas of delivery for Live Borders Libraries.
 - Keep records of attendees and submit short reports on each session to Live Borders Library Service Development Lead/ Live Borders Book Bug Co-ordinator (line manager).
 - Keep up to date with good practice, read Scottish Book Trust Bookbug updates online, and relevant Basecamp posts.
 - Liaise with Live Borders Library Service Development Lead/ Live Borders Book Bug Co-ordinator (line manager) on all matters pertaining to delivery and planning of Book Bug activities and share information for advice and guidance on any issues, concerns or problems as soon as they arise.
 - Assist the Library Service and Scottish Book Trust with distributing Bookbug bags, other themed material/books etc, posters and promotional information and ensure participants are kept informed of any changes to session dates/times/venues.
 - Promote the importance of Bookbug Sessions and deliver positive experiences for Book Bug attendees of regular sessions in libraries and other community venues and pass on information about the programme within the local communities.
 - Participate in Bookbug week celebrations and help to deliver Bookbug events in the local area.
 - Support and assist at activities for children aged 0-5 to participate in Bookbug themed events.

Other Responsibilities:

- The post will predominately be delivering Bookbug sessions out in the community and may involve travel between sites for meetings e.g. visiting nurseries or primary schools, to carry out the duties of the post.
- The post holder will be required to be competent in using IT for communications/reporting and will use a range of computer software packages, including Microsoft Office, Email, Teams, and SharePoint.
- A monthly timesheet should be submitted to line manager at the end of each month, for authorisation of approved hours worked for the delivery of book Bug sessions and time spent on attending any training or update meetings that were approved in advance by line manager.

Communication:

- The post holder will be expected to refer to the line manager in Live Borders Library Service for advice prior to issuing any public communications or updates regarding Book Bug activities or informing participants of changes to activity session schedules.
- The post holder will be required to be competent in using IT for email communications/reporting and will use a range of computer software packages, including Microsoft Office, Email, Teams, and SharePoint. Access to IT and compliance with homeworking arrangements, corporate requirements for online security and data protection/confidentiality will be arranged and guidelines issued by the line manager responsible for Book Bug assistants.

COMPLIANCE:

- The post holder will be expected to work effectively as part of the Library Service team, be aware of and adhere to policy on Equal opportunities and Diversity and communicate in a professional manner at all times with the public, parents/families/young children, Live Borders staff/managers and other colleagues working at session venues, as well as Book Bug peers and partners- local and national.
- Book Bug session leaders will work within a team and collaborate with Live Borders managers and other staff/colleagues. The post may also require session leaders to liaise with external agencies e.g. nurseries or schools etc. and Scottish Book Trust staff.
- Session leaders will present themselves to high standards and in clean and appropriate Book Bug branded uniform, when delivering BookBug activities and conduct themselves in a courteous, inclusive and friendly manner at all times, to promote a positive image for both Live Borders Library Service and The Scottish Book Trust- the national administrator of Book Bug activities.
- The post holder will require PVG/Disclosure clearance and background/Disclosure Scotland checks- in line with requirements of staff working with young children and will undertake any Safeguarding training as necessary and follow policy to carry out the duties of the post.

OTHER INFORMATION:

- Bookbug session assistants are expected to be well motivated and to work with minimum supervision and may on occasion work with other Book Bug staff e.g. at large events, to assist with the sessions.
- Book Bug Staff will have opportunities to attend appropriate training for Book Bug session leaders, and additional Live Borders staff training online or in person as required for - emergency first aid, child protection awareness and health & safety training and they may also participate in authorised refresher sessions as delivered by the Scottish Book Trust.
- Approved hours worked in attendance at Live Borders activities, meetings or training sessions etc will be paid on submission of monthly timesheet and any monthly travel claims for attending training etc should be accompanied by receipts for expenses incurred for public transport/parking etc.
- The post holder will also maintain their own CPD and knowledge, skills and competencies through independent reading/online study and informal research to keep up to date with Book Bug updates, current good practice, new initiatives, ideas for themed sessions, resources for play/songs/storytelling and information on Book Bug networking opportunities in respect of developing the Bookbug session leader's competencies in their role.
- Responsibility for Employees training, development and management lies with Live Borders Library Service and the Library Service Development Lead as the line manager of Book Bug session leaders will provide guidance, advice, and management support to Bookbug Session Leaders, as well as arranging log in's for use of corporate email, communications, reporting on participation statistics and for Teams online access to enable participation in update meetings/communications with manager online etc. The postholder will also be supplied with a Live Borders staff identity badge and BookBug branded uniform/Live Borders uniform as appropriate to the role.

FINANCIAL RESOURCES:

The post holder will have no responsibility for financial resources, but post holder will be expected to liaise with line manager regarding budget /any supplies and equipment required for Book Bug resources.

Any supplies or materials or equipment that the postholder requires in order to deliver Book Bug sessions will be ordered and purchased by Live Borders Library and Information Service and delivered to a convenient venue for collection by the Book Bug assistants.

OTHER REQUIREMENTS:

- Postholder is required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.

- This post requires a satisfactory Enhanced Police Act Disclosure (Scotland) check and requires PVG Scheme membership in respect of regulated work with Children.

SKILLS, KNOWLEDGE & EXPERIENCE

Essential	Assessed By	Desirable	Assessed By
Three standard grades 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	work experience working with young people and families, including age group 0-5	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 using bookings/EPOS retail sales cash register systems (Digi Tickets, or similar)	App/Int
SKILLS AND KNOWLEDGE			
Essential	Assessed By	Desirable	Assessed By
Excellent communication skills, people skills, and a welcoming, patient, friendly and respectful attitude.	App/Int	Music and singing skills and a confident, clear speaking voice when required to speak up, in large noisy group settings	
Confident in working with a range of customers and families as activity/outreach participants- including	App/Int	Track record in assisting with delivery of a range of activities for all age groups, in a museum/art/heritage or cultural services setting.	App/Int

discussions with nursery or education/health organisations, and Book Bug project partner organisations.			
Strong teamworking skills	Int		
Flexible as to place of work and willingness to be keyholder, setting alarms for security and be a 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. And working with 0-5 age group , their families and carers and Willingness to undertake BookBug training to enhance skills in working with young children.	App/Int	Evidence of maintaining own skill set, training and CPD related to Book Bug and general good practice in child and family-focused activities/ providing excellent customer service.	App/Int
Interest in promoting the work of Live Borders libraries and associated Book Bug session initiatives	Int	Good knowledge of the Scottish Borders area	Int

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

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, Museum, 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>