





LIVE BORDERS

Recruitment Pack

Casual Activity Leader







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

Registration No SC243577 | Registered Charity No SC034227

ABOUT LIVE BORDERS

We are a charity dedicated to improving lives across the Scottish Borders through culture, heritage, sport and lifelong learning. Working with communities and partners, we provide services that support health, wellbeing, creativity, learning and social connection. Our services include leisure centres, libraries, museums, heritage and visitor attractions, community facilities, archives and collections, and creative and performing arts programmes, many of which we deliver on behalf of Scottish Borders Council.

OUR VISION

A Scottish Borders where culture, heritage, sport and lifelong learning are woven into everyday life and are valued, used and championed by the communities they serve.

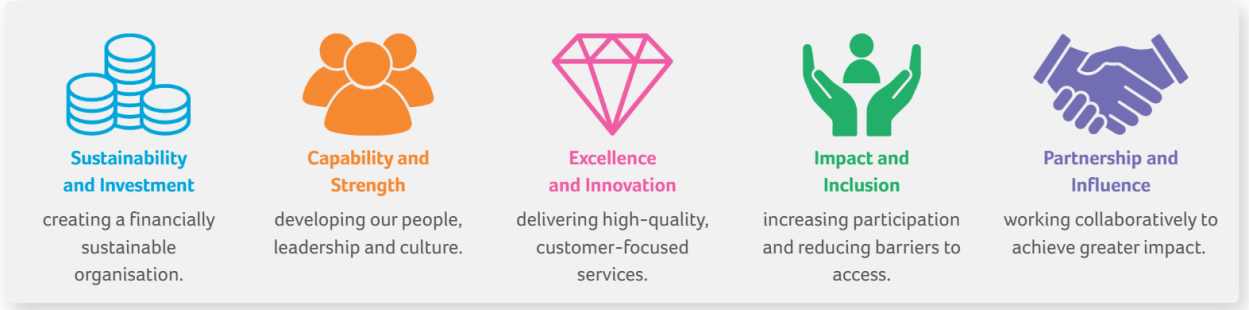
OUR PURPOSE

To improve health and wellbeing and widen access to culture, heritage, sport and lifelong learning, enabling people and communities to connect their past, empower their present and inspire their future in a thriving Scottish Borders.

OUR MISSION

To deliver high-quality, consistent cultural, heritage, sporting and lifelong learning services communities rely on, by building a stable, accountable organisation and strengthening our people, infrastructure and partnerships over the long term.

OUR STRATEGIC PRIORITIES



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THE ROLE

Job Title	Casual Activity Leader
Hour Of Work	Casual Hours
Salary	£14.35 - £14.70 (£27,685.17 - £28,360.42)
Location	Various Live Borders Sites
Reports To	Children's Programming Coordinator
Closing Date	Monday 16th November 2026

JOB PURPOSE

To assist in the delivery of a planned holiday and general sports activity programme at a level appropriate to the ability of the participants.

KEY RESPONSIBILITIES

Principal Duties

1. To lead / coach a group of young people in a variety of sporting activities.
2. To encourage the personal and social development of young people in your charge.
3. To monitor progress of young people in your charge.
4. Motivate participants and communicate effectively with them.
5. Make things fun.
6. To prepare for sessions and tidy up afterwards.
7. To participate in the evaluation of the activity programme.
8. Activity leaders will be expected to participate in an Induction programme prior to the start of the activity programme.
9. Build and maintain good working relationships with colleagues within the organisation.
10. Represent Live Borders internally and externally e.g. at networking events, meetings, conferences and exhibitions to enhance and strengthen the company's profile.
11. Comply with, and ensure compliance with, all Live Borders policies and procedures.
12. Promote equal opportunities in service delivery.Ensure services meet Health and Safety standards established by Live Borders.
13. 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.
14. 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 as may be required to meet the needs of the Service or Live Borders.

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SKILLS, KNOWLEDGE & EXPERIENCE

EDUCATION			
Essential	**Assessed by**	**Desirable**	**Assessed by**
		• Higher Still: Working with others (core skill) • National Governing body coaching awards	App App
EXPERIENCE			
Essential	**Assessed by**	**Desirable**	**Assessed by**
• Good knowledge of and experience in relevant sporting activities	App	• Sports leadership	Int
• Experience of working with young people	App	•	
SKILLS AND KNOWLEDGE			
Essential	**Assessed by**	**Desirable**	**Assessed by**
• Leadership and organisational skills	Int	• Good knowledge of a range of sports	Int
• Good communication skills, both oral and in writing	App/Int		
• Good standard of interpersonal and organisational skills	App/Int		
COMPETENCIES			
Essential	**Assessed by**	**Desirable**	**Assessed by**
• Ability to work on own initiative			
• Flexible			

KEY

App - Application

Int – Interview

Ref - Reference

OTHER INFORMATION

- Requirement to work regular out of hours and weekends in line with user group requirements.
- Requirement for PVG/Disclosure check – yes

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)

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.

Live Borders staff café discount:

- 40% off hot drinks
- 25% off food purchases
- 25% off cold drinks

All Live Borders staff receive 25% discount on the below products:

- Speedo
- Canterbury
- Mitre
- Berghaus

HOW TO APPLY

If you would like more information or an informal chat about the role, please contact Liam Nicholson, Children's Programming Co-ordinator on lnicholson@liveborders.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

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