





LIVE BORDERS

Recruitment Pack

Casual Caretaker







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.

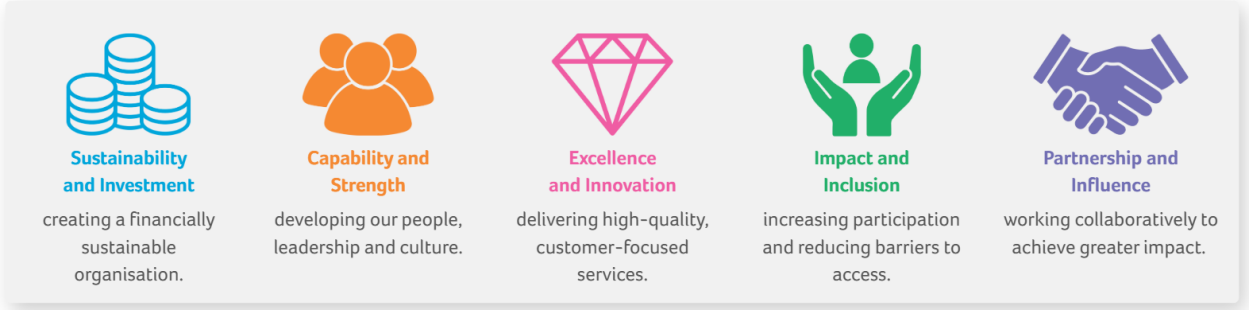
OUR PURPOSE

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 Caretaker
Hour Of Work	Casual Hours
Salary	£13.45 - £13.78 (£25,948.82 - £26,585.48)
Location	Galashiels Area
Reports To	Nicola Halfpenny
Closing Date	Monday 30th November 2026

JOB PURPOSE

Provide caretaking cover and assistance when required in Live Borders Venues, Halls and Community Centres situated across the region.

KEY RESPONSIBILITIES

- Ensure the security/ safety of the building and those using it.
- Maintain a high standard of general tidiness in the hall and outside area surrounding the hall, by cleaning all public areas and office space.
- Ensure rooms/ hall are prepared and available for hirers, with any equipment checked and laid out prior to use. Setting up rooms or providing furniture and equipment to the requirement of the user group.
- Notify the need for cleaning materials and other goods and services as required.
- Ordering and maintaining supplies.
- Take delivery of orders and ensure their safe storage.
- Check that all cleaning equipment is in safe and efficient working order before use.
- Deal with visitors and enquirers to the hall
- Attend to administration relating to bookings and hires, this includes use of Microsoft Outlook for reviewing calendars and sending emails.
- Ensure the hall is kept in a good and safe state of repair, reporting any maintenance needs.
- Build and maintain good working relationships with colleagues within the organisation
- Represent Live Borders internally and externally e.g. at networking events, meetings, conferences and exhibitions to enhance and strengthen the company's profile
- Comply with, and ensure compliance with, all Live Borders policies and procedures
- Promote equal opportunities in service delivery.
- Ensure services meet Health and Safety standards established by Live Borders
- 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.

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- 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

SKILLS, KNOWLEDGE & EXPERIENCE

Education

Essential	Assessed	Desirable	Assessed
Good standard of education	A	Ladder Safety & Manual Handling certificate courses	A/I
		Current driving license	A/I

Experience

Essential	Assessed	Desirable	Assessed
Experience of using MS Office packages, especially Outlook	A/I	Maintenance of site security	I
Familiarity with the safe use of cleaning material, chemicals and equipment.	A/I	Maintenance of stock records	I
Working with members of the public	A/I		

Skills and Knowledge

Essential	Assessed	Desirable	Assessed
Ability to prioritise and organize own workload	I/ R	Basic Health and Safety knowledge and awareness	I / R
Good communication skills	I/ R	Basic knowledge of simple repairs and maintenance	I / R
To be able to accept responsibility and work unsupervised	I/ R	Ability to operate equipment (i.e. floor polisher)	I / R
Enthusiastic and approachable	I/ R		
Willingness to undertake relevant training	I/ R		

Key

A - Application, **I** – Interview, **R** – Reference, **T** - Test

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 Nicola Halfpenny, Operations Manager on nhalfpenny@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