

A map of South East England is shown in a light green color. Overlaid on the map are several colorful triangles: a blue triangle at the top left, a yellow triangle at the top center, a green triangle at the top right, a pink triangle at the top right, a light orange triangle in the middle left, a light purple triangle in the middle center, and a light purple triangle at the bottom center.

Recruitment Pack for

# Play Development Officer

**Hours:** 37 hours per week

**Location:** Live Borders Head Office, Council HQ,  
Newtown St Boswells/Queens Leisure  
Centre, Galashiels

**Closing Date:** 14<sup>th</sup> October 2024 at 5pm

**Job Ref No:** 0824

**Salary:** Grade 6 £14.35 - £15.20  
(27,685.22 - £29,325.11)

This pack includes details about our organisation to assist you with your application:

- Introduction to Live Borders
- Our Strategic Vision
- Our Values
- Job Description and Person Specification
- Conditions of Employment

More information can be found on our website [www.liveborders.org.uk](http://www.liveborders.org.uk)

If you would like to apply for this post, all you need to do is click [here!](#)

The selection process can include different forms of assessment along with a formal interview. You will be advised of this if your application is successful.

If you have a disability and need assistance in completing your application form, please contact our People team [recruitment@liveborders.org.uk](mailto:recruitment@liveborders.org.uk) to discuss your needs or request a call back.

We look forward to receiving your completed application.





## Introduction to Live Borders

Live Borders is the sport, leisure and culture trust for the Scottish Borders – this means we are a charity. Our aim is for everyone living, working and visiting the Borders to be **healthier, happier and stronger**.

Live Borders is governed and led by a Board of Trustees who set the strategic direction and monitors performance of the organisation.

## Our Strategic Vision

**Vision:** Everyone living in, working in, and visiting the Borders to be healthier, happier and stronger.

**Mission:** We use our energy, enthusiasm and knowledge to support more people to experience more, learn more, and move more.

### Strategic Goals:

- Expand levels of participation
- Grow our earned income
- Develop new funding streams
- Build on our reputation for great customer service
- Create a sustainable charity
- Nurture our people to be proud of what they do

## Our Values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture. We use our energy, enthusiasm and knowledge to support people to experience more, learn more and move more.

Our Values underpin all that we do: [Live Borders Values](#)

Every penny spent with us is reinvested into supporting active, creative and healthy communities.

The executive team led by the CEO provide the strategic lead on the management and development of Live Borders to ensure we are a sustainable, dynamic and flexible organisation fit for the future and that meets our stated outcomes.

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Post:</b>	Play Development Officer
<b>Department:</b>	Commercial Services
<b>Reporting to:</b>	Head of Operations (Sport)

### Job Purpose:

Responsible for the efficient and effective management and operation of the 'Play' programme and the development of new, innovative and fun activities to drive revenue and participation.

### Responsibilities:

1. Responsible for the leadership and management of all play programmes within Live Borders, delivering a high quality product.
2. Lead and develop new revenue streams by planning, developing and delivering a programme of new fun, innovative and varied play activities across the region, to maximise participation, customer development and income generation possibilities.
3. Drive the Live Borders party offering - developing new products and maximising the existing offering.
4. Oversee the successful growth of the gymnastics programme supporting local staff to deliver an excellent service and achieve business plan targets.
5. Lead and develop a happy and committed staff team to deliver high quality play programmes and services.
6. Take a proactive role in supporting site managers to drive participation and income through softplay centres.
7. Drive revenue and participation through planning, developing and implementing new fun mass participation events.
8. Working collaboratively with facility colleagues on the continued development of the holiday programme offering.
9. Work collaboratively with partners to development programmes and opportunities.
10. Develop and deliver elements of the Live Borders business plan and budget with P&L responsibility for the programme ensuring continued business growth and the achievement of targets.
11. Provide a leadership role for the Play programme staff and line manage all staff ensuring staff development and training, rotas, annual leave, sickness, recruitment and payroll is managed.
12. Identify marketing opportunity and request support with collateral to deliver campaigns.

13. Develop key partnerships internally and externally to ensure effective delivery of activities.
14. To be responsible for ensuring adherence to all relevant internal policies and procedures (e.g. Health and safety, risk assessments, customer care, operating and emergency procedures etc.).

**Other details:**

Requirement to work out of hours or weekends – not normally

Requirement for PVG/Disclosure check – yes

## Person Specification

EDUCATION			
Essential	Key	Desirable	Key
Industry sports specific coaching qualification UKCC L1 (or equivalent)		Industry specific gymnastics/tennis/football coaching qualification. UKCC L2.	A
EXPERIENCE			
Essential	Key	Desirable	Key
Full and valid driving license.			A
Minimum of at least 3 years of working within a sports environment.		Coaching experience with pre school & Primary age children	I
Minimum of at least 1 years' experience of staff management.		Duty Manager/Supervisor level	A/I
Experience of working with children & young people or vulnerable groups.			A/I
Track record of delivering successful performance and developing and increasing income streams.			I
Must have experience of managing budgets and a good understanding of financial management being able to interpret results through accounts.			T

Experience of delivering excellent customer service.		Led on or been key in delivering of customer service initiatives	I
Experience of developing strong successful partnerships and working in collaboration to deliver key outcomes.		Project management experience	A/I
<b>SKILLS AND KNOWLEDGE</b>			
<b>Essential</b>	<b>Key</b>	<b>Desirable</b>	<b>Key</b>
Knowledge of industry sector		First class presentation skills.	I
Self-motivated, with the ability to work proactively using own initiative.			I
Numerate with strong analytical and problem solving ability.			T/I
Tenacious and results driven with sound business judgement.			A
Expert negotiating and influencing skills demonstrated to achieve successful outcomes.			I
Credible and confident communicator (written and verbal) at all levels.			A/I
Ability to work collaboratively with others to provide a high quality service.			A/I
Ability to organize, prioritise and meet deadlines.			T
Excellent Microsoft Office skills			I

KEY:

A = Application

I = Interview

R = Reference

T = Test

## SUMMARY OF CONDITIONS OF SERVICE

Location:	<b>Live Borders Head Office Galashiels/Queens Leisure Centre</b> (colleagues may be required to work at any Live Borders site during their career with us).
Hours of Work:	<b>37</b> hours per week worked as agreed with line manager
Payment Method:	Paid monthly on the last banking day of each month.
Annual Leave:	Up to 2 years' service = 30 days (pro-rata for part time) Increases by an extra day after completion of two years' service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 5 additional days.
Public Holidays:	4 designated public holidays per year (pro-rata for part time)
Notice Period:	4 weeks, as detailed in any offer of employment
Pension:	Option to join Group Personal Pension; employee contribution from 5% with the option to join the Local Government Pension Scheme after 5 years' service.
Equal Opportunities:	Live Borders is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.
Sickness Allowance:	Employees with less than 6 months' service get Statutory Sick Pay (SSP) only. Occupational Sick Pay is available to employees with more than 6 months' service (when the sickness commences) and starts from 5 weeks' full pay/ 5 weeks half pay and increases to a maximum of 26 weeks' full pay/ 26 weeks half pay after 5 years' service.
Presentation:	Live Borders has strict standards of presentation; which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.
Other Benefits:	Free access to all our sports facilities Cycle To Work Scheme Access to ASVA Healthy Extras – includes retail discounts and access to health and wellbeing services



Please note that this is a summary of Live Borders conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.

## INFORMATION FOR ALL JOB APPLICANTS

### Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, Live Borders requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

1. A passport describing the holder as a British Citizen
2. A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
3. A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
4. A registration card which indicates that the holder is entitled to take employment in the UK
5. A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
6. A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

### Disclosure Scotland

The successful candidate will be subject to a Protecting Vulnerable Group registration to become a member of the Disclosure Scotland PVG Scheme, if this a requirement of the post. The cost of this registration will be met by Live Borders.

### Live Borders

For more information about Live Borders please visit our website [www.liveborders.org.uk](http://www.liveborders.org.uk)

Please contact our People Team on [recruitment@liveborders.org.uk](mailto:recruitment@liveborders.org.uk) if you require any other information about working for Live Borders.