

A map of the South East of England is shown in a light green color. Overlaid on the map is a large, colorful triangle composed of several smaller triangles in shades of blue, yellow, green, pink, and purple.

Recruitment Pack for

# Activities and Programming Officer

**Hours:** 28 hours per week  
**Location:** Heart of Hawick  
**Closing Date:** Friday 14<sup>th</sup> March 2025 at 5pm  
**Job Ref No:** 0825  
**Salary:** Grade 7 £15.32 - £16.56  
(£22,367.17 to £24,177.57)

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

- Job advert
- 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.



## Job Advert

At Live Borders Arts & Creativity we strive to help people and communities to discover, celebrate and participate in a range of arts and cultural experiences. We are looking for an exceptional person with a love of theatre, comedy, dance, live music and getting creative to join the team.

As our new Activities and Programming Officer you will help coordinate a programme of performances, events and workshops for all ages with professional artists and touring companies. This may include our programme of live cultural events, the development of our new creative wellbeing and performing arts workshop, or fresh programmes of creative activity that will engage new audience.

## 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

POST	Activities and Programming Development Officer
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<b>Directorate:</b>	Managed Services
<b>Reports to:</b>	Senior Creative Programming Officer

### Job Purpose:

Responsible of delivering high quality, innovative and imaginative programmes of work and activities that inspire people of all ages to engage in arts and cultural activity across a range of venues within Live Borders. Developing new and existing partnerships are key to this role as well as scoping project proposals, project management, including planning and delivering and evaluating projects.

### Key Accountabilities:

1. Lead the development and implementation of new and expanding programme of creative activities (including performing arts, visual arts and music) across a range of venues to reach new and expand existing audiences, promote existing and new services and understand local needs/demands for creative services
2. Develop, oversee and coordinate the Create@Tower Mill programme, optimising the impact of this initiative for the organisation, the participants and communities, and the funders
3. Monitor and report on usage and impact (including audience figures, artist feedback and analysis, case studies) and utilise this management information to inform new developments, changes and recommendations for new developments
4. Proactively collate and present information and reports as required by funders and service manager on the budget and performance of projects such as Arts & Creativity live events, the Live Borders Arts Academy and non-funded services
5. Identify and propose development opportunities for growing the services/responding to identified needs and opportunities and work with Senior Creative Programming Officer to identify methods of engaging investment in order to grow the creative programme and support the commissioning of new work
6. Work with wider colleagues and partners to expand the programme to meet needs and aspirations of new audiences such as local communities, young people, older adults, health and social care target groups, and seek and secure external knowledge, networks, funding and partnership support to grow and strengthen a broad service offering
7. Line manage project staff (as funding provides) which may change over time

### Outline of Duties:

- Continually scope potential new developments which broaden the arts offering and review existing services and programmes in line with usage and wider trends to create a vision and action plan for new/evolving programme of activities
- Devise, implement and collate methods to gather audience and artist feedback and analysis
- Work with the Senior Creative Programming Officer to ensure that the programme of creative activities are proactively planned, delivered, actively marketed to optimise impact, income and/or sustainability, and reach
- Work with Connected and Creative Communities colleagues to programme activities in Live Borders venues to complement and optimise the return and sustainability of the creative programme
- Support the delivery of arts based qualifications, e.g. Arts Awards
- Oversee the delivery of funded programmes including delivery of activities, management of project budgets, and reporting
- Co-ordinate the dissemination of information about programming and project activities by producing reports via the appropriate channels
- Engage with local and sector-wide networks for learning, benchmarking, exploring new service options and seeking new ideas and best practice to inform the creative activities programme
- Co-ordinate and input into Live Borders holiday programming activities on behalf of the Creative Communities Service
- Prepare creative briefs and contracts to procure artists and companies to deliver programme activities
- Engage and support volunteers to build skill and capacity for the development of the creative activities programme
- Identify local support partners and networks for co-development and delivery in areas of common
- Work with marketing to promote the programme of activities through various channels including online, in local venues and through local forums
- Contribute to the delivery of the Creative Communities team work plan, as discussed and agreed with the Senior Creative Programming Officer

## Person Specification

<b>EDUCATION</b>			
<b>Essential</b>	<b>Key</b>	<b>Desirable</b>	<b>Key</b>
Relevant Degree and/or professional qualification in arts development or a related subject or relevant extensive experience in an arts development and/or community programming role	A	Driving license and access to a car for work-related travel	A
<b>EXPERIENCE</b>			
<b>Essential</b>	<b>Key</b>	<b>Desirable</b>	<b>Key</b>
Strong understanding/experience of the performing arts sector	I		
Experience of engaging with local and national agencies to promote engagement across rural areas to address social issues/drive economic development.	A/I		
Experience of designing and developing performing arts based participatory projects/programmes of activity from conception for income and delivery of social outcomes	A/I		
Experience of successful project management from development of concept, through	I		

design and implementation to project monitoring, evaluation and reporting			
Experience of engaging new and developing existing audiences to develop new and evolving programmes, reach new and expanding audiences and engage repeat visits.	T		
Experience of planning and delivering training with and for partners, practitioners and volunteers	I		
Experience of developing other relevant income generating initiatives and securing alternative sources of funding e.g. sponsorship	I		
SKILLS AND KNOWLEDGE			
Essential	Key	Desirable	Key
Sound financial management skills with the ability to interpret and report information clearly and accurately.	I	Resilient and able to deal confidently with difficult challenges	I
Ability to use social media to engage wider audiences and promote activities	T		
Excellent communication skills verbal & written (incl grammar/spelling)	A		



Ability to prioritise tasks, meet deadlines and work on own initiative	I		
Evidence of successful partnership working/networking skills	I		
Competent IT skills and confident in using Word, Excel & PowerPoint and social media	A		

**KEY:**

A = Application

I = Interview

R = Reference

T = Test

## SUMMARY OF CONDITIONS OF SERVICE

Location:	<b>Live Borders Heart of Hawick</b> (colleagues may be required to work at any Live Borders site during their career with us).
Hours of Work:	<b>28</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.