



Recruitment Pack for

Front of House/Retail Supervisor

Hours: 19 hours per week
Location: Jim Clark Motorsport Museum
Closing Date: Friday 28th February 2025
Job Ref No: 0829
Salary: Grade 4 £12.78 - £13.70
£24,656.24 - £26,431.19

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

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 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.

Live Borders are proud to be one of the largest accredited Living Wage employers in the Scottish Borders.



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Purpose:

We are looking to recruit a confident, self-motivated individual to manage the day to day running of reception and shop at the Jim Clark Motorsport Museum in Duns, and Coldstream Museum.

The Jim Clark Motorsport Museum is a 5 Star attraction in Duns which celebrating the life of one of motorsport's greatest drivers. Coldstream Museum covers the history of the town, its medieval priory and its links with the Coldstream Guards.

The ideal candidate will be experienced in working in a customer focussed and retail environment, preferably in museums or visitor centres. Experience of supervising teams is essential and an interest in history or motorsport and the career of Jim Clark is important.

The principal duties include managing the front of house teams and all aspects of running the retail offer. This includes preparation of staffing rotas and performance reports as well as identifying and purchasing retail stock, ensuring that stock levels are maintained, and merchandise displayed in an attractive manner.

The post holder will also assist with covering reception and welcoming visitors at Jim Clark Motorsport Museum, ensuring they receive a first-class service. Other duties include the day-to-day operation of the museum, selling admission tickets and retail items from the shop. The post involves light cleaning duties along with an element of security and key holder duties.

Other details:

As elements of this job will be physical candidates must be prepared to undertake work of this type including lifting, carrying and occasional use of ladders.

Requirement to work out of hours or weekends – regular evening and weekend work will be required.

PERSON SPECIFICATION

EDUCATION			
Essential	Assessed by	Desirable	Assessed by
A good all round standard of education	A/I	Recognised Customer Care Certificate	A/I
EXPERIENCE			
Essential	Assessed by	Desirable	Assessed by
Minimum 1 years' experience of supervising a team	A/I	Reception/ Front of house work in a tourism business	A/I
Experience of cash handling	A/I	Sales/ retail experience	A/I
		Keyholding and setting security alarm systems	A/I
		Team working	A/I
SKILLS AND KNOWLEDGE			
Essential	Desirable	Assessed by	
	Assessed by	Knowledge of local area and interest in museums, local history and heritage	A/I
Excellent verbal and written communication skills	A/I	IT proficient	A/I
Numeracy skills	A/I	IT proficient	A/I
PERSONAL ATTRIBUTES			
Essential	Desirable	Assessed by	
Good timekeeping	A/I		
Ability to contribute confidently in a variety of team settings and work with a wide variety of people and organisations	A/I		

KEY

A - Application

I – Interview

R– Reference

T - Test

SUMMARY OF CONDITIONS OF SERVICE

Location:	Jim Clark Motorsport Museum (colleagues may be required to work at any Live Borders site during their career with us).
Hours of Work:	19 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

Please contact our People Team on recruitment@liveborders.org.uk if you require any other information about working for Live Borders.

