



Recruitment Pack for

Visitor Officer

Hours: Various part time and full time –
Seasonal April-end of October

Location: Great Tapestry of Scotland

Closing Date: Friday 28th March 2025

Job Ref No: 0836

Salary: Grade 1 £12.00 - £12.40
(23,151.40 - £23,923.12)

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

Post:	Visitor Officer
Directorate:	Commercial Services
Reporting to:	Operations Manager

Job Purpose:

Take an active role in the day to day operation in all aspects of the venue (front desk, galleries, café and gift shop), working as part of a team to ensure successful delivery of services to the public.

Below is a range of tasks you will be required to perform in the role. You will be trained on all aspects, with rotation of duties managed through the staff rota.

Duties include:

1. To champion a world class visitor experience at all times and act as a role model for exceptional service.
2. Undertake reception duties, (eg admission of members of the public, dealing with enquiries, process bookings, dealing with retail sales, maintain and monitor records, etc)
1. Work in the Visitor Centre shop actively upselling products, re-stocking shelves and ensuring general up keep of the area.
2. Work in the visitor centre café preparing and serving light meals, snacks, hot and cold beverages.
3. Control stock rotation and manage stock levels in café
4. Manage stock inventory for retail and visitor materials.
5. To proactively encourage donations, take every opportunity to upsell events, café and shop facilities, including corporate events and group bookings.
6. Accurately deliver GTOS Visitor Centre and local visitor information using a range of resources including, on site materials and digital tools.
7. Follow daily cleaning and housekeeping tasks associated with maintaining an excellent customer service experience, including but not limited to; clearing tables and disposing of food waste, washing up, cleaning of equipment, stores, customer toilet checks throughout the day, stairwell and lift clean and clear of any debris, welcome area outside building is clean as well as all public facing areas of the visitor centre.
8. Assist with development of profitable retail operations and excellent customer service.
9. Assist with the proper security of the venue, including key holding duties.
10. In line with legal and operational guidelines, process cash, cheque and card transactions, bank income and complete daily and weekly income records
11. Assist at events including private views, education activities and group visits
12. Undertaking minor maintenance/ repairs as directed to the displays, fixtures and fittings, including replacing light bulbs (where possible), monitoring environmental conditions (where appropriate) and ensuring that all matters of significance are recorded appropriately and reported to the Centre Manager for attention
13. Build and maintain good working relationships with colleagues within the organisation
14. Comply with, and ensure compliance with, all Live Borders policies and procedures

- 15. Ensure services meet Health and Safety standards established by Live Borders
- 16. As an employee you must take reasonable care for 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

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 required.

Other details:

Requirement to work out of hours on occasion

Postholder will work 5 days from 7 to suit the requirements of the business

Requirement for PVG/Disclosure check – None.

PERSON SPECIFICATION

EDUCATION			
Essential	Key	Desirable	Key
A good all round standard of education	App/ Int	Recognised Customer Care Certificate	App/ Int
EXPERIENCE			
Essential	Key	Desirable	Key
Minimum 1 years' experience of working with general public	App/ Int	Reception/ Front of House work in a tourism business	App/ Int
Experience cash handling	App/ Int	Sales/ retail experience	App/ Int
Team working	Int /Ref	Keyholding and setting security alarm systems	App/ Int
		Foreign language skills	App/ Int
SKILLS AND KNOWLEDGE			
Essential	Key	Desirable	Key
Excellent communication and interpersonal skills	App/ Int	Knowledge of local areas and interest in museums, local history and heritage	Int
Numeracy skills	Int	IT proficient	App/ Int

Willingness to carry out lone working and to comply with a lone working telephone call in system	Int		
Ability to work to direction of the Centre Manager	Int		
Good timekeeping	Int/ Ref		
Ability to contribute confidently in a variety of team settings and work with a wide variety of people and organisations	App/ Int		

Assessed by:

App. = Application Int. = Interview Ref. = References T. = Interview Test

SUMMARY OF CONDITIONS OF SERVICE

Location:	Live Borders Great Tapestry of Scotland (colleagues may be required to work at any Live Borders site during their career with us).
Hours of Work:	Various 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.