



KEY RESPONSIBILITIES

STRATEGIC DEVELOPMENT

- Contribute to the development of the organisational strategic planning process and be accountable for delivering the outcomes and impacts for their portfolio of services. Provide a challenge to the development of strategic plans, ensuring that focus remains on the delivery of social impact and financial targets.
- Lead partnership management with SBC and external sector bodies relating to the portfolio.
- Develop detailed implementation plans to ensure the portfolio's operations deliver exceptional service and demonstrate regular progress toward key performance indicators. Monitor progress and implement mitigation to succeed.
- Represent the organisation at appropriate sector forums. Attend networking events and industry-related events to enhance and strengthen the Live Borders profile and to key role holders' sector knowledge.
- Contribute to the corporate management, growth and development of the organisation as a key member of the Senior Leadership Team. Lead relevant cross-company working groups
- Act as Programme Manager, leading strategic programmes and projects as part of the Business Transformation Programme.
- Ensure the portfolio's organisational structure is fit for purpose and has the capacity and capabilities to deliver the strategic plan. Make recommendations for changes to the structure to reflect evolving service demands.
- As part of a wider stakeholder group, implement and drive forward the delivery of the Scottish Borders Council Sport and Physical Activity Strategy.



SERVICE DELIVERY

- Ensure services within the portfolio are delivered. Oversee the design and delivery of all activity programmes with a focus on inclusion, service excellence, social impact and improved income generation.
- Ensure that service managers within the portfolio are accountable for delivering innovative programmes and excellent customer service with safe practices at the core of service provision.
- Accountable for the cascaded development and delivery of operational plans for areas of responsibility.
- Ensure that managers achieve Key Performance Indicators and that service delivery is managed effectively and adheres to Health and Safety guidelines and statute legislation.
- Embed a culture and system of continuous improvement with robust monitoring and evaluation of customer satisfaction in place.
- Monitor and analyse business performance data and are competent at using data and research to underpin decision-making and innovation.
- Provide and present reports, data and advice to the Executive team, staff teams, partners and the Board as required.
- Oversee the management of contracts with all external providers to ensure that terms of agreement are adhered to, including start and termination dates, review points etc.
- Accountable for ensuring that the company obtains best value for money for all external services provided to the function and reviews the performance which it receives on a regular basis.
- Lead on collaboration with service stakeholders to improve ways of working and associated internal processes.



BUDGET MANAGEMENT

- Accountable for the delivery of the organisational business plan and annual budget. Work closely with the Head of Finance and Business Services to prepare annual budgets and monitor performance.
- Accountable for identifying deviations from budgets and implementing corrective action in the year.

PEOPLE MANAGEMENT

- Manage, lead, develop, motivate and coach direct reports so they are fully equipped to deliver a quality service.
- Promote a culture of continuous organisational improvement with a strong focus on both internal and external customers
- Ensure all direct and indirect reports understand the organisation's strategic goals and are motivated to achieve them.
- Ensure effective channels of communication and collaboration are in place both within the function and across the wider organisation.
- Support innovative ideas from team members aimed at service improvement and encourage creativity
- Ensure that managers adhere to policies and procedures.
- Undertake performance development reviews and ensure all team members have an annual impact objective and a clear personal learning and development plan.



PARTNERSHIPS

- Work closely with other senior managers to identify and act upon potential commercial opportunities.
- Lead and promote partnership working with a range of professional bodies and external stakeholders to support potential commercial opportunities for the organisation.
- Represent Live Borders externally e.g. at networking events, conferences and exhibitions to enhance and strengthen the company's profile.
- Identify and secure fundraising and grants opportunities, and develop fundable projects within the service delivery portfolio.

OTHER DETAILS

- Undertake any other reasonable duties which may be requested by Live Borders
- Requirement to work out with normal hours /weekends may occasionally be required to ensure business continuity
- Full UK Driving Licence and access to vehicle essential.
- Live Borders offers a flexible working environment, with a hybrid approach. This is a senior role and the balance can be shaped around the needs of the role.
- Relocation packages may be considered



KNOWLEDGE AND EXPERIENCE

EDUCATION

Essential	Assessed	Desirable	Assessed
Educated to degree level in sports management or related subject or able to demonstrate equivalence through CPD or experience	A	Master's or equivalent	A
		Project Management Qualification	A

EXPERIENCE

Essential	Assessed	Desirable	Assessed
Demonstrable track record and skills/experience gained within a similar position(s), at a similar level.	A/I	Impressive, demonstrable track record and skills/experience gained within a leisure organisation or similar trust organisation at a similar level.	A
Experience of successful strategic planning, development, implementation and consultation	A/I	Lead development of departmental or organisational strategic plans	A/I
Ability to analyse and use complex management data and research to inform decision-making and improve performance	A/I		
Experience in securing external funding and Implementations	I		
Experience of senior leadership, managing complex relevant services	A/I	Leadership in Charitable, Leisure / Sport Environment	A/I



EXPERIENCE

Essential	Assessed	Desirable	Assessed
Senior people leadership and management skills, and experience in dealing with a range of people issues	A/I		
Experience in writing and presenting Board papers, experience in creating communication suitable for a variety of audiences, including the Board. Persuasive writing and presenting to secure decisions	A/I		
Experience in developing successful strategic partnerships and working in collaboration to deliver key outcomes	A/I		

SKILLS AND KNOWLEDGE

Essential	Assessed	Desirable	Assessed
Self-motivated, with the ability to work proactively using own initiative.	A/I		
Tenacious and results driven with sound business judgement	I		
Ability to influence at all levels, both internally and externally, including at Board level.	I		
Ability to organise, communicate and motivate	A/I		
Understanding of external funding programmes	A/I		



SKILLS AND KNOWLEDGE

Essential	Assessed	Desirable	Assessed
Detailed knowledge of appropriate industry sector(s)	A/I		
Able to work collaboratively with CEO, senior managers, board directors and external stakeholders	A/I		
Ability to motivate individuals and teams to achieve/exceed targets	A/I		
Ability to organize, prioritise and meet deadlines	A/I		
Good working knowledge of Office 365 suite of programmes	A/I		
Ability to plan and achieve objectives and maintain quality outcomes within tight deadlines.	A/I		
Ability to scrutinise and review information and data, prepare and present reports based on analysis	A/I		
Ability to build and manage effective links with a variety of organisations and individuals	A/I		
Ability to build persuasive arguments and make recommendations to different audiences.	A/I		
Ability to lead complex programmes and projects	A/I		
Ability to effectively manage compliance of swimming pools	A/I		



PACKAGES AND BENEFITS

Pension: Starts with a 5% company contribution into an Aviva scheme, increased to 10% after 2 years service. After 5 years service, you can join the Local Government Pension Scheme (current company contribution is 17%)

Holidays: Starts at 30 days of annual leave plus 4 public holidays (for Christmas and New Year). Increases with service up to a maximum of 35 days after 6 years' service.

Free membership at our Gyms & Swimming Pools

Free entry to our Attractions (e.g. The Great Tapestry of Scotland, The Jim Clark Motorsport Museum)

Death in Service benefit of 3 times salary

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.

Cyclescheme: Saves the employee tax and NI contributions on the purchase of a new bike and accessories

Help@Hand: Employee assistance programme which includes a variety of services including a 24 Hour advice and information line with support including -

- Counselling and legal information
- Financial Support
- Remote GPs: where employees can arrange a call back from a practising UK GP 24/7
- Savings and discounts - access savings and rewards across a variety of big brands



WORKING IN THE BORDERS

The Scottish Borders is an outstanding place to live and work, offering an excellent quality of life alongside rewarding career opportunities. Live Borders plays a vital role in supporting culture, sport, learning and wellbeing across the region's communities.

Predominantly rural and rich in history, the Borders is known for its strong local identity, traditions such as the Common Ridings and its sporting heritage as the birthplace of seven-a-side rugby in Melrose. The area offers exceptional opportunities for outdoor activity, with world-renowned mountain biking at Glentress, beautiful walking and cycling routes and access to the Berwickshire coast. A wide range of sports, leisure and cultural facilities are available throughout the region.

The Borders also has a vibrant cultural scene, with libraries, museums, galleries, festivals, theatres and community arts across its towns, alongside excellent cafés, restaurants and independent shops.

Despite its rural setting, the Scottish Borders is well connected. Edinburgh is around 30 miles away, with regular rail services via the Borders Railway taking around 50 minutes. There is also easy access to Glasgow, Newcastle and major airports.

The region offers strong education provision, with a network of primary and secondary schools across the region, and more affordable housing than many UK cities - making it an attractive option for individuals and families alike.

Working for Live Borders means being part of an organisation that makes a real difference to people's lives, while enjoying everything the Scottish Borders has to offer.



WORKING IN THE BORDERS

