

HEALTH AND WELLBEING COORDINATOR (0.4 FTE, 6-month contract)

About the role

Gairloch Museum is looking for a motivated and personable individual to join our team and deliver a programme of inclusive health and wellbeing activity. This role focuses on working with people living with dementia and people with additional needs through weekly sessions at the Museum and outreach in our two local care homes.

This is a hands-on role which involves planning and leading activities using objects, photographs, stories and creative approaches, as well as working with volunteers and partner organisations. The programme is well established, with strong relationships already in place.

We are open to applicants at an early stage in their career, including school leavers or those looking to move into community-based work. What matters most is your ability to connect with people, create a welcoming and engaging atmosphere, and approach the role with reliability and care.

You will be supported by the Curator and an experienced volunteer who has been closely involved in the programme over a number of years. Training will be provided, including in dementia-friendly practice and inclusive engagement.

About Gairloch Museum

Gairloch Museum is an independent, accredited museum in the north-west Highlands with a strong reputation for community engagement and inclusive programming. Our health and wellbeing programme is a key part of this work, supporting local people through meaningful, social and creative activity.

To discover more about Gairloch Museum and our work, visit our website:

<https://www.gairlochmuseum.org>

and Facebook page: <https://www.facebook.com/gairlochmuseum>

Post specification

All who work in and for Gairloch Museum, be they volunteers or paid employees, are expected to recognise, respect and contribute to the purposes and activities of the charity in accordance with our Articles of Association.

Responsible to	The Curator, Corinna Annetts, and, through her, to the Board of Gairloch & District Heritage Company Ltd.
Location	The role will be based at Gairloch Museum, IV212BH, with outreach across the local area. Some home working may be possible.
Contract	<p>Rate of pay: £15.50 per hour (equivalent to £30,225 full-time)</p> <p>Contract: 6-month fixed term, 14 hours per week (0.4 FTE), with potential for extension subject to funding.</p> <p>Start date May 2026 (negotiable).</p> <p>Fixed hours for session delivery and flexibility for remaining hours.</p> <p>Annual leave: pro rata of FTE 33 days each year, including statutory and local holidays, taken at times to be agreed with the Chairman/Curator.</p>
Terms and conditions	<p>The post holder will work to the relevant Museum Policies and Guidance:</p> <ol style="list-style-type: none"> 1. Equality and Diversity 2. Safeguarding 3. Health and Safety, and Emergencies 4. Environmental sustainability 5. Personnel (Staff) <p>and within the agreed Contract of Employment.</p> <p>If applicant is not already registered for work with vulnerable adults with Disclosure Scotland, Gairloch Museum will undertake that procedure on behalf of the successful applicant.</p> <p>Gairloch Museum is committed to the principles of Fair Work First, including effective voice, opportunity, security, fulfilment and respect in the workplace.</p>

JOB PROFILE

The job profile of responsibilities and key tasks provides an outline of the main aspects of the role, though should be seen as a flexible working document, adapted as circumstances change and opportunities arise.

Responsibilities	Key Tasks
1. To plan, promote and deliver an inclusive, dementia-friendly programme	<ul style="list-style-type: none"> ❖ Plan and deliver weekly dementia-friendly sessions at the Museum. ❖ Develop and deliver monthly outreach sessions in Isle View and Strathburn care homes.

	<ul style="list-style-type: none"> ❖ Adapt activities to meet a range of needs, ensuring they are accessible and participant-led. ❖ Ensure sessions are delivered in a safe environment, following safeguarding and health and safety procedures.
2. To develop and maintain partnerships	<ul style="list-style-type: none"> ❖ Work closely with local care homes, support organisations, and link workers. ❖ Contribute to joint activities and collaborative initiatives where appropriate.
3. To work with volunteers	<ul style="list-style-type: none"> ❖ Working with volunteers to support session delivery.
4. To monitor and evaluate impact	<ul style="list-style-type: none"> ❖ Gather feedback from participants, carers and partner organisations. ❖ Monitor outcomes relating to wellbeing, engagement and social connection. ❖ Contribute to reporting requirements for funders and internal evaluation, including budget monitoring.
5. To contribute to wider Museum activity	<ul style="list-style-type: none"> ❖ Work collaboratively with staff to integrate wellbeing activity into the Museum's wider programme. ❖ Support promotion of the programme. ❖ Contribute to Events & Outreach Group meetings.
6. To undertake development activities appropriate to the role	<ul style="list-style-type: none"> ❖ Engage in relevant training, particularly in dementia practice and inclusive engagement, including First-aid training. ❖ Maintain awareness of best practice in health and wellbeing programming.

Person specification

We are looking for someone who:

- ❖ Is friendly, engaging and confident speaking with a wide range of people
- ❖ Can create a relaxed, welcoming and lively environment
- ❖ Is a good listener and able to help conversations flow naturally
- ❖ Is reliable, organised and takes pride in preparing sessions to a high standard
- ❖ Has a genuine interest in working with people living with dementia and people with additional needs
- ❖ Is willing to undertake training and develop their skills
- ❖ Has an awareness of health and safety and is willing to follow safeguarding procedures carefully
- ❖ Can work independently while also being part of a small, supportive team

Desirable

- ❖ Experience of working or volunteering with community groups, older people or individuals with additional needs
- ❖ Interest in local history, culture or storytelling
- ❖ Experience of helping to run activities or group sessions
- ❖ Confidence working with volunteers
- ❖ Empathy with and understanding of Gaelic language and culture

APPLICATIONS

Details of the post are available from <https://www.gairlochmuseum.org/recruitment>
If you require further information about Gairloch or the advertised position, or would like to visit Gairloch Museum with a view to applying, please email curator@gairlochmuseum.org

Please send a CV and a short covering letter outlining your interest in the role and what you would bring to it, and the details of two referees to: curator@gairlochmuseum.org

The closing date for applications is 30 April

Interviews are scheduled to be held at the Museum in the first week of May