

HEALTH AND WELLBEING COORDINATOR

Background to the role

Gairloch Museum is an independent museum in the north-west highlands of Scotland. In July 2019, after an eight-year community-led project, we opened in new premises, a former Cold War 'bunker'. The Museum, fully accredited by Museum Galleries Scotland since 2009, preserves and presents the heritage and history of Gairloch and surrounding areas.

Our full-time Curator has responsibility for the management of our collections, exhibitions programme and grants. We employ two part-time Front-of-House Coordinators who manage the day-to-day running of the Museum as a 5* VisitScotland-rated visitor attraction and support the volunteers on reception. One of these coordinators ensures that our social media is a lively and current reflection of what the Museum offers, and we also employ a Marketing Officer on a fixed-term contract. A project-funded freelance Gaelic Conversation Group convener ensures the Museum is able to continue its Gaelic engagement, and a 2-year funded Events and Outreach Coordinator post leads on our ambitious events programme.

The commitment of our 45 volunteers is a significant strength. They ensure visitors enjoy their Museum experience, lead walks, give talks, undertake research, and run or support many workshops and outreach activities. Our Board members are fully and actively committed to the running of the Museum, and are currently generating momentum towards the celebration (in 2027) of 50 years since the original founding of the Gairloch Heritage Museum.

Since 2022 we have sustained a grant-funded post for a Health and Wellbeing Coordinator, who runs a programme of inclusive activities for people living with additional needs and dementia. This has expanded in 2024 to embrace outreach sessions in our two local care homes.

We are now seeking to appoint a Health and Wellbeing Coordinator to plan, deliver and develop this programme. The role (6 months, 0.4 FTE) will ensure continuity and growth of weekly dementia-friendly sessions, outreach to care homes, and partnership working with local organisations.

To discover more about Gairloch Museum, 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, IV222BH, with outreach across the local area. Some home working may be possible.
Contract	<p>6 months initially, 0.4 FTE fixed term contract from 28 April 2026 (start date negotiable), with possibility for extension funding-dependent. 14 hour average each week, with fixed hours for session delivery and flexibility for remaining hours.</p> <p>Rate of pay: £6,338 (£31,690 FTE)</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>

	Gairloch Museum is committed to the principles of Fair Work First, including effective voice, opportunity, security, fulfilment and respect in the workplace.
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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, using objects, photographs, stories and creative activities. ❖ Develop and deliver monthly outreach sessions in Isle View and Strathburn care homes. ❖ Adapt activities to meet a range of needs, ensuring sessions are accessible, inclusive and participant-led. ❖ Ensure sessions are delivered in a safe and supportive 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. ❖ Maintain and develop relationships with partners to support referral pathways and programme development. ❖ Contribute to joint activities and collaborative initiatives where appropriate.
3. To support volunteers and session delivery	<ul style="list-style-type: none"> ❖ Recruit, support and coordinate volunteers involved in the programme. ❖ Provide guidance and informal training to volunteers to ensure consistent and accessible 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 and reporting on allocated budgets.
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.

	<ul style="list-style-type: none"> ❖ Support promotion of the programme through appropriate channels. ❖ Contribute to funding applications and reporting where required. ❖ Report to the Museum Board (in person or in writing, as appropriate), at least quarterly, providing account of current activities and relevant development issues. ❖ Contribute to Events & Outreach Group meetings. ❖ On occasion, plan and deliver, or support the delivery of, activities for school groups of different ages
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

Essential

- ❖ Relevant experience of planning and delivering wellbeing-focused, creative- and reminiscence activities, particularly for people living with dementia or additional needs
- ❖ Experience of working with care homes, community groups, or health and social care partners
- ❖ Experience of working with vulnerable adults and understanding of measures needed to ensure a safe environment through which staff and volunteers fulfil their duty of care.
- ❖ Proven track record of applying dementia-friendly and inclusive practice including use of effective tools and approaches, and an understanding of barriers to participation
- ❖ Understanding of participant-led development and activity design
- ❖ Capacity and skills to work within our community context and build effective relationships with local partners
- ❖ Experience of working with volunteers and supporting their involvement
- ❖ Excellent communication and interpersonal skills, with the ability to engage a wide range of participants
- ❖ Self-motivated, with strong planning and organisational skills

Desirable

- ❖ Experience of working in a heritage, cultural or community setting
- ❖ Experience of contributing to grant applications, and monitoring and evaluation processes
- ❖ Experience of planning and delivering activities for school groups across a range of ages
- ❖ Knowledge of Scottish, and specifically Highland, history and culture
- ❖ 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 jeanross.udrigle@hotmail.co.uk

Your application should include a covering letter outlining your experience and suitability for the post, CV and the details of two referees. It should be submitted by email to: office@gairlochmuseum.org

The closing date for applications is 13 April

Interviews are scheduled to be held in Gairloch on 17 April

Applicants invited to interview will be notified by 14 April

The successful candidate will be required to attend two handover days on 28 and 29 April