



Job Description

Post Title: Creative Health Projects Assistant -

Project Title: The Art of Wellbeing: Embedding Creative Health into Public Services - An exploration of possibilities and methodologies

Service: The Amelia Scott

Grade: 2

Responsible To: Creative Health Projects Officer

Job Summary: To assist in developing, lead delivery and support successful completion of a two year project using creative health interventions to support people in housing need, and older people who have been recently bereaved.

Main Activities:

Consultation and programme development

- Support consultation work ahead of programme delivery, this is to include workshops with likely users of the programme.
- Help design programmes that support wellbeing and meet project goals, shaped by participant and key organisational input.
- Assist in creating and improving creative health activities for people in housing need and older people who are recently bereaved.
- Help develop evaluation tools and contribute to reports, including case studies and feedback.
- Take part in training and reflective sessions to support your development and ensure good practice.

Session Delivery

- Lead safe, welcoming sessions that encourage creativity, connection, and wellbeing.
- Deliver sessions using agreed approaches and materials.
- Keep clear records of attendance, engagement, and feedback to support reporting.
- Follow safeguarding procedures and ensure sessions meet health and safety standards.
- Work closely with the Creative Health Projects Officer and other partners to support successful delivery.

Partnership Working

- Build strong working relationships with teams such as Housing and Crematorium services.
- Support outreach and promotion to raise awareness and encourage participation.
- Help organise and support regular steering group meetings, including admin tasks.

Sector Sharing

- Lead the creation of a toolkit to share learning from the project with the wider sector.
- Take part in events and conferences to share the project with heritage, arts, and civic audiences.
- Support the creation and distribution of marketing materials to promote the toolkit.

NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.

