

My Time Aberdeenshire

Cultural Activities
for Carers Aged 50+

Project Coordinator

Application Pack

Join Our
Team!

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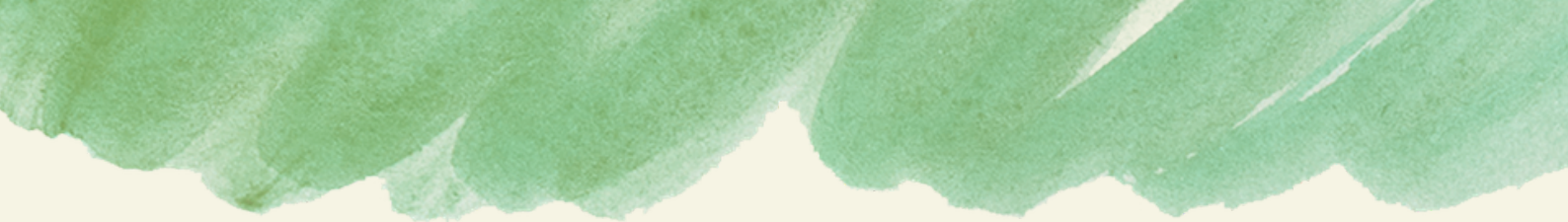
1. Background

Live Life Aberdeenshire Arts Development Team is seeking a freelance Project Coordinator for My Time Aberdeenshire, a creative wellbeing programme for unpaid carers aged 50+.

Following a successful pilot in 2025, a second pilot phase will run from December 2026 to March 2027. During this phase, carers will be able to take part in creative and cultural activities designed around their needs. The pilot will help us better understand how people engage during the winter months and explore whether a different delivery approach can help us reach and support more carers.

We are looking for a Project Coordinator with strong organisational skills and experience of community-based or participatory arts projects. The coordinator will manage the day-to-day running of the project, including planning, administration, and systems for monitoring and evaluation. They will work closely with the Cultural Development Officer, who holds overall responsibility for the programme.





2. Context & Vision

There are 24,785 unpaid carers in Aberdeenshire, with 64% aged 50 or over. The number of older residents is expected to grow significantly over the coming years, increasing the demand for care and in turn, the number of unpaid carers. While caring can be rewarding, many carers experience challenges to their own health and wellbeing, including stress, exhaustion, poor mental health, loneliness, and fewer opportunities to participate in community life.

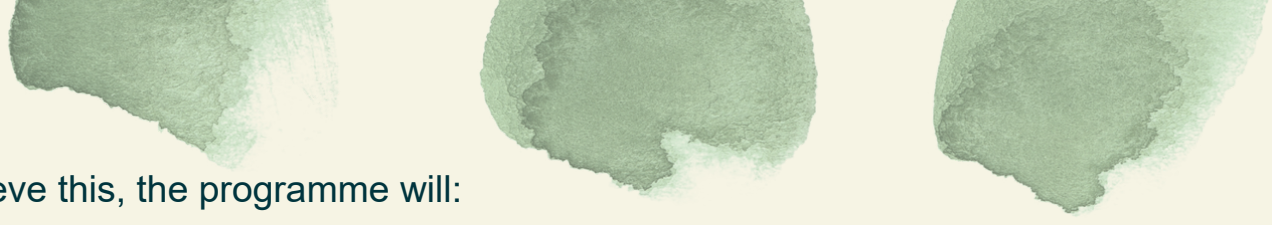
My Time Aberdeenshire provides opportunities for carers to take time for themselves, connect with others and improve their wellbeing through creative and cultural activities.

This second phase of the programme will run from December 2026 to March 2027, building on learning from the first phase. Two artists will deliver twice-monthly in-person sessions, one in North Aberdeenshire and one in Central and South Aberdeenshire. We will explore how seasonal factors affect participation and test a relationship-based approach, with the same artists working with carers throughout the programme. This will help us understand whether familiarity and continuity help build trust, encourage repeat attendance, and support sustained engagement from a wider range of carers.

Activities will also include monthly online sessions, and a range of flexible at-home creative opportunities. Artists will use a range of creative approaches and adapt activities to participants' interests, confidence levels and needs, helping carers take part in ways that work best for them.

The programme aims to:

- Meet the unique needs of unpaid carers aged 50+ living in Aberdeenshire
- Improve mental health and wellbeing
- Reduce loneliness
- Strengthen connections between services and communities



To achieve this, the programme will:

- Offer a mix of in-person, online, and at-home activities
- Be informed by carers, including previous participants
- Be delivered in partnership with VSA, Aberdeenshire Health & Social Care Partnership (AHSCP), libraries, and health and wellbeing services
- Provide accessible and flexible activities suitable for a range of needs and confidence levels.

The programme aligns with Aberdeenshire Council priorities, the Aberdeenshire Adult Carer Strategy (2025-30), and the Aberdeenshire Council Cultural Strategy.

3. Role

Overview

We are looking for a Project Coordinator with at least three years' experience in community engagement, participatory arts, socially engaged practice, or equivalent. Applicants may come from backgrounds including creative practice, producing, project management, facilitation, or another related field.

Responsibilities

The Project Coordinator will:

- Meet with the commissioning team to refine project aims and objectives
- Familiarise themselves with learning from the first pilot
- Support the recruitment of Creative Practitioners
- Act as the main point of contact for practitioners
- Act as a key liaison with the Live Life Aberdeenshire team
- Develop and maintain systems to support project delivery
- Coordinate project logistics, e.g. booking venues for workshops
- Support the Cultural Development Officer to monitor project budgets and expenditure
- Support marketing and communications activity
- Support practitioners to design and deliver accessible, high-quality activities
- Support the development and delivery of the evaluation framework
- Ensure good practice in safeguarding, health and safety, and inclusion
- Provide regular written updates and reports

Skills and Experience

Applicants must demonstrate:

- At least three years' relevant experience
- Strong project management, budgeting, and communication skills
- Experience of collecting and analysing data
- Ability to produce reports for different audiences
- Cultural sensitivity and understanding of diverse needs

4. Location and Access

This role will be mainly delivered in person, with some flexibility for remote working. There is no fixed office base, but hot-desking facilities are available at Aberdeenshire Council offices if required.

The role will involve regular travel across Aberdeenshire, primarily to Fraserburgh and Inverurie, with the potential for travel to an additional location in the south of the region.



5. Timescale

November 2026

- Induction and familiarisation with the project
- Support development and refinement of aims, objectives, and delivery plans
- Recruit Creative Practitioners
- Promote the programme

December 2026 to March 2027

- Coordinate and support the delivery of activities
- Monitor participation and engagement
- Evaluate outcomes



6. Finance & Contractual

Contract Type: Freelance

Contract Period: November 2026 to March 2027

Time Commitment: Approximately 1 days per week for 22 weeks, delivered flexibly in accordance with project needs. Some evening and weekend work may be required.

Fee: £5500

The fee(s) will be paid in stages, according to the proposed programme delivery.

Essential Requirements

- Professional Indemnity Insurance



7. Application Process

To apply, please send:

- A CV showing your relevant skills and experience
- A cover letter explaining why you are suitable for the role
- Details of two referees, including their name, contact information and how they know you
- An outline of any existing work commitments for the duration of the project

Applications should be sent to:

Ane Smith

Cultural Development Officer

ane.smith2@aberdeenshire.gov.uk

8. Tender Process

Application Deadline:

12 Noon on the 8th of October 2026

9. Selection Process

Interviews will be held online via Teams the w/c the 26th of October 2026

Please read our guidance on:

- [Requesting Reasonable Adjustments at Interview](#)
- [Alternative Formats and Communication Support](#)

10. Project Contact

For informal enquiries, accessibility support, alternative formats, or communication support, please contact:

Ane Smith
Cultural Development Officer
ane.smith2@aberdeenshire.gov.uk

11. Appendix

Further Information:

- [My Time Aberdeenshire participant film \(Pilot 1\)](#)
- [Requesting Reasonable Adjustments at Interview](#)
- [Alternative Formats and Communication Support](#)
- [Privacy and Data Protection Notice](#)

A Privacy Notice explaining how personal data is used and shared under GDPR is available through Aberdeenshire Council or by emailing askhr@aberdeenshire.gov.uk.

