

Role title	Brain Health Coordinator
Responsible to	Outdoor Resource Centre Coordinator
Location	Badaguish Outdoor Dementia Resource Centre

About Alzheimer Scotland

Alzheimer Scotland is Scotland's national dementia charity. Our aim is to make sure nobody faces dementia alone. We provide support and information to people with dementia, their carers and families, we campaign for the rights of people with dementia, support vital dementia research and promote positive brain health.

Alzheimer Scotland is committed to fair work and to enabling an environment of trust, integrity and respect, for which everyone in the organisation has a responsibility. We encourage creativity and innovation as we strive to continually improve the ways we support people with dementia, their families, and carers. Our employees and volunteers work collaboratively to provide the best outcomes for those who rely on our services, so that together we can deliver on the charity's vision to make sure no one faces dementia alone.

All Alzheimer Scotland employees and volunteers are encouraged to fully engage in activity within the organisation, and we actively promote effective voice so that the views of those who work with us are sought out, listened to, and can make a difference. We advocate continuous development across all our teams, providing opportunities to learn in an environment that is safe and supportive.

About the role

The role of Brain Health Co-ordinator offers a unique opportunity to make a real impact on brain health and dementia prevention across our communities. You'll be part of an innovative, purpose-driven team working at the intersection of public health, education, and the natural environment.

The role of Brain Health Co-Ordinator will take on a pro-active remit. This new position has been created to expand and embed our brain health and dementia risk reduction work within communities across Badenoch & Strathspey.

The role will be embedded within our existing Outdoor Brain Health & Dementia Resource Centre team based at Badaguish, supporting the delivery of meaningful, evidence-based prevention initiatives through community engagement, educational programming, and green health activities.

Key responsibilities

Role specific responsibilities

- Deliver 'Your Amazing Brain' sessions as part of the Community Education remit — engaging, evidence-based 1-hour workshops introducing brain health principles and modifiable risk factors for dementia.
- Tailor delivery the Community Education programme to suit a variety of community settings and audience needs.
- Support the delivery and expansion of the 'STARS' programme for children aged 8–12, promoting brain-healthy habits from a young age.

- Under the Children's and Schools program, work with local schools and education partners to facilitate the programme rollout across the Badenoch & Strathspey area.
- Lead and develop accessible, prevention-focused green health initiatives (e.g., walking groups, yoga sessions), in partnership with our existing team of colleagues and volunteers.
- Engage and support adults who may be experiencing memory problems, mild cognitive changes, or who are in brain health, using inclusive and empowering approaches.
- Provide additional capacity, where possible, to help cover team leave and unplanned absences, supporting continuity in project delivery on an as-and-when basis.
- Contribute to team learning and development in the area of dementia prevention and brain health and embed this in the monthly programme of activities.

Other responsibilities

- Ensure Health and Safety is actively monitored and implemented and identify and manage risk in line with Alzheimer Scotland's operational guidance.
- Use IT systems appropriate to the role, including Microsoft Office suite, ALIS (intranet), and iTrent (HR and People system) and ensure all required measures to relating to the safe and secure use of sensitive and personal data are adhered to at all times.
- Actively collaborate with peers and colleagues both internally and external to the Charity, as appropriate to the role, in developing positive working relationships and collaborative, flexible approaches.
- Operate within the context of all Alzheimer Scotland policies and procedures.
- Participate fully in team meetings, learning and development opportunities and CPD/ CPL activities, and personal review and appraisal meetings.
- Adopt and maintain a positive approach in supporting, contributing to, and enabling effective employee voice.
- Actively support and promote the integration of volunteer activity and effective volunteer voice.
- Work flexibly and undertake any other appropriate duties commensurate with the general remit of the role, as required.

General

This job description remains subject to review by the Charity at any time and does not form part of the postholder's contract of employment unless explicitly stated.

Reviewed: August 2025

Person Specification

Brain Health Coordinator

This person specification should be read with the above job description for the post of Brain Health coordinator. Please note that these competencies are not ranked in order of priority.

The following criteria will be used in selecting a candidate:

	Essential	Desirable
Experience delivering health or wellbeing programmes in community or educational settings	X	
Strong communication and group facilitation skills	X	
Ability to plan and deliver activities independently	X	
Experience of developing and sustaining positive working relationships with partner organisations and stakeholders	X	
Passion for promoting health equity and supporting vulnerable populations	X	
Full UK Driving License	X	
Experience working with children and/or schools		X
Understanding of dementia prevention principles and modifiable risk factors (training can be provided)		X
Familiarity with green health or nature-based wellbeing approaches		X
Knowledge of mild cognitive impairment or early-stage dementia support		X
First aid or relevant health/wellbeing qualifications		X

Dynamic, self-motivated person who has the ability to work unsupervised whilst also being a team player	X	
Ability to self organise, prioritise and meet deadlines	X	
Ability to create and present engaging presentations using a variety of multi-media formats		X
Empathetic to the aims and values of Alzheimer Scotland	X	
Flexible in approach	X	