



The Canmore Trust

Job Title

Project Lead – Wellbeing Service (0.8 FTE)

Hours: 0.8 FTE

Contract: Fixed Term for three years (subject to funding)

Location: Stirling - Hybrid with occasional travel within the UK as required

Main Purpose of Job:

The Project Lead will support the implementation, day to day running and ongoing development of The Canmore Trust's Wellbeing Service.

Reports to: Operations Manager

Salary: £29,595 - £32,545 pro-rata

Application Process:

Please submit a cover letter and CV addressed to Lee-Anne McAulay at admin@thecanmoretrust.co.uk

Closing date for applications: 5pm 13th November 2026

Interviews will be held in person in Stirling during the week beginning 23rd November 2026

Background to the work of The Canmore Trust**Job Purpose:**

This exciting new service will provide confidential mental health and wellbeing support, resources and signposting.

Working closely with the Operations Manager, Senior Management team, and stakeholders, the Project Lead will recruit and support volunteers, develop partnerships, oversee service delivery, and ensure the project achieves its agreed outcomes.

The successful candidate will be required to undertake and deliver our bespoke training to staff and volunteers. This will include;

- Mental health first aid training
- Safeguarding
- The Canmore Trust training

Key Responsibilities

Operational Delivery

- Manage day-to-day delivery of the service.
- Ensure safe, effective and person-centred support.
- Recruitment of volunteers.
- Coordinate volunteer training and induction.
- Support volunteer development, wellbeing and retention.

Governance and Safeguarding

- Ensure compliance with safeguarding, organisational policies and GDPR.
- Maintain confidential records.
- Support quality assurance and continuous improvement.

Monitoring and Evaluation

- Collect and analyse project data.
- Monitor outcomes against agreed targets.
- Contribute to evaluation and impact reports.
- Identify learning and opportunities for service improvement.

Communications and Engagement

- Promote awareness of the service.
- Contribute to digital communications.
- Develop relationships with key stakeholders.
- Support engagement at conferences and events.

General Responsibilities

- Work in accordance with the values of The Canmore Trust.

- Promote equality, diversity and inclusion.
- Maintain confidentiality.
- Undertake relevant training.
- Carry out other duties appropriate to the role.

Person Specification

Criteria	
Essential Experience	• Co-ordinating services within the charity sector. • Working within mental health, wellbeing, health, or third-sector services. • Managing a staff team, ideally volunteers. • Working with confidential and sensitive information.
Essential Skills	• Excellent organisational and planning skills. • Strong communication and interpersonal skills. • Ability to develop effective partnerships. • Strong presentation and facilitation skills. • Ability to prioritise competing demands. • Good digital and IT skills. • Ability to work independently and as part of a team
Desirable Experience	• Coordinating projects from planning to delivery. • Recruiting and managing volunteers. • Supporting telephone or digital support services. • Organising and delivering training programmes. • Experience of service evaluation and quality improvement. • Building partnerships with external organisations.
Desirable Knowledge	• Knowledge of suicide prevention and postvention. • Understanding of trauma-informed practice. • Knowledge of professional wellbeing programmes.

Advert Copy

Project Lead - Wellbeing Service (0.8 FTE)

The Canmore Trust is seeking an enthusiastic and motivated Project Lead to establish and grow our new national service. The service is a pioneering initiative providing confidential support to an identified group of professionals within the health service.

Working closely with our Management Team, and a multidisciplinary advisory board, you will support the development and delivery of this exciting service from the ground up. You will build partnerships, recruit and support volunteers, develop safe and effective support pathways.

This is a unique opportunity to shape a service that will reduce isolation, encourage early help-seeking, challenge stigma and improve the mental health and wellbeing of health professionals across the United Kingdom.

Who we're looking for

You'll be passionate about improving lives, committed to reducing stigma, and motivated by the opportunity to create meaningful, lasting change. As an experienced relationship-builder and service lead, you'll bring energy, initiative and compassion to everything you do. With the ability to turn ideas into practical solutions you'll make a genuine difference. You'll be comfortable working collaboratively with colleagues, volunteers, and partners, while also being confident to take ownership and drive projects forward.

Above all, you'll embody the values of The Canmore Trust. Treating everyone with kindness, dignity, and respect, demonstrating integrity in your work, and believing in the power of connection, hope, and early support to transform lives.

Interviews for this role will be in person and held at our offices in Stirling.

Closing Date

To arrange a confidential discussion about this role please contact Lee-Anne McAulay our Operations Manager at lee-anne@thecanmoretrust.co.uk