

Role title	Community Engagement Officer (Fixed Term 12 months)
Responsible to	Brain Health Engagement Lead
Location	Glasgow or Edinburgh

About Alzheimer Scotland

Alzheimer Scotland is Scotland's national dementia charity. Our vision is a future where dementia doesn't exist. Our mission is to make sure nobody faces dementia alone. Our goals are to prevent dementia by empowering people to look after their brain health, continue to care for as many people as we can who are living with dementia, and to help find a cure by funding research and campaigning for people to have access to any treatments available.

Alzheimer Scotland is committed to fair work and is proud to be accredited as a Living Wage employer. We enable and foster a working environment of trust, integrity and respect, for which everyone in the charity has a responsibility. We work collaboratively and encourage creativity and innovation from our employees and volunteers as we strive to continually improve the ways in which we support people with dementia, their families, and carers.

All Alzheimer Scotland employees and volunteers are encouraged to engage in activity within the charity, and through our Colleague Voice Forum and other outlets we actively promote an 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 a safe and supportive environment.

About the role

The Community Engagement Coordinator will play a key role in supporting the delivery of Alzheimer Scotland's strategic goals to promote brain health awareness and public engagement across the UK. This 12-month post will lead on the implementation and delivery of a "Big Brain Tour" — a dynamic and high-impact initiative centred around a touring inflatable brain exhibit. This project forms part of a wider organisational commitment to improving understanding of brain health and encouraging the public to take steps that support lifelong brain health and reduce the risk of dementia.

The role will be responsible for the operational planning, delivery and evaluation of the tour, including school and community visits, educational workshops, and engagement activities linked to fundraising. The role requires significant travel across Scotland, Northern Ireland and the North of England, and will involve regular evening and weekend work to facilitate set-up, takedown, and community access to the exhibit.

This is a highly collaborative role. The postholder will work closely with colleagues across the Communications and Campaigns team, Fundraising and Engagement team, as well as with local Alzheimer Scotland services and volunteers, to support the success of this national partnership. The successful candidate will be confident in public speaking, comfortable managing logistics, and motivated by making a meaningful difference through science communication and outreach. A background in public engagement, education or health communication would be advantageous. Due to the nature of the funding, we are seeking someone available to start as soon as possible.

Key responsibilities

Role specific responsibilities

- Lead delivery of the Big Brain Tour, coordinating logistics, travel, and scheduling of the inflatable brain across multiple locations, ensuring a smooth and professional visitor experience.
- Deliver engaging, evidence-based brain health sessions in schools and community settings, adapting content for different age groups and audiences.
- Support fundraising activities as Charity of the Year partner, attending events, supporting staff fundraising efforts, and helping connect public engagement with fundraising goals.
- Act as lead contact and coordinator for the tour schedule, liaising with venues to confirm dates, access, requirements, and expectations.
- Handle set-up and take-down of the inflatable brain at each location. This involves some physical work, managing equipment safely, and often working evenings or weekends.
- Work with the communications and stakeholder team to promote the tour through media, social media, and local engagement channels.
- Recruit, train, and support volunteers to assist with events, particularly in supporting the delivery of educational activities during the tour.
- Ensure safe, inclusive delivery of all events, mindful of accessibility and cultural relevance, and in line with organisational policies.
- Monitor and report on tour outcomes, providing insight and feedback on reach, engagement, and public understanding of brain health.
- Work collaboratively with the external stakeholders and Alzheimer Scotland staff, modelling an approach of partnership, positivity, and mutual respect.

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 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: July 2025

Person Specification

Community Engagement Officer

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

The following criteria will be used in selecting a candidate:

	Essential	Desirable
Ability to self-organise, prioritise and manage a varied workload	X	
Experience of working independently and using initiative	X	
Strong project management and logistical planning skills	X	
Excellent interpersonal and communication skills	X	
Comfortable presenting and delivering sessions to diverse audiences, including children	X	
Experience working on mobile exhibitions, health tours or outreach programmes		X
Familiarity with issues around health inequalities and public health messaging		X
Experience supporting fundraising campaigns or corporate partnerships		X
Knowledge of brain health and dementia prevention		X
Enthusiastic with a positive attitude	X	
Creative and proactive approach to solving problems	X	
Willingness to travel extensively and work flexible hours, including evenings/weekends	X	
Background in neuroscience, health sciences, psychology, or a related field		X

Understanding of safeguarding and child protection procedures		X
Experience in managing volunteers		X
Experience working with schools or youth groups		X
Experience of public engagement, outreach or science communication	X	
Ability to adapt messaging to different audiences and contexts	X	
Full and valid driving licence and access to a vehicle.	X	