**Job Title** Wellbeing Coach

**Reports to** Head of Programmes

**Location** WHALE Arts, Wester Hailes, Edinburgh

**Contracted Hours** 7 hours a week (for 40 weeks in a year period)

**Contract** Freelance Contract. Fixed term to Aug 2026

**Salary and Benefits** £22 per hr freelance rate

**Role Purpose**

The Wellbeing Coach to support individuals living with long-term health conditions. The role focuses on improving mental health and wellbeing through trauma-informed, community-based support delivered in both one-to-one and group settings.

As a Wellbeing Coach, you will empower people to self-manage their health and wellbeing using proven tools and approaches.

You will facilitate access to support, co-create personalised outcomes, and promote self-awareness, resilience, and improved quality of life.

You will be given 7 hours a week to be used to do this role. Those 7 hours are broken down roughly as:

* 3 hours to provide a drop-in group session – Coorie Café
* 3 hours to provide 1:1 sessions
* 1 hour for general administration

**Main Duties**

* Provide tailored, trauma-informed support to individuals and groups, enabling them to understand and manage their long-term health conditions and associated mental health challenges.
* Signpost and refer individuals to other services and community resources where appropriate.
* Use self-management tools and wellbeing resources to promote recovery, independence, and resilience.
* Facilitate peer support groups and contribute to the development and delivery of group programmes. Apply the principles of peer support—empathy, mutuality, and empowerment—in all interactions.
* Work collaboratively with communities, colleagues, and external partners to respond to local needs and reduce barriers to accessing support.
* Maintain accurate, confidential records and contribute to organisational systems for case management, monitoring and evaluation.
* Plan, prioritise, and manage your own workload effectively to ensure a responsive and high-quality service.
* Adhere to professional boundaries and work within data protection and confidentiality guidelines.
* Identify and manage risks, ensuring all work meets Health and Safety standards.
* Actively participate in team meetings, supervision, and ongoing professional development.
* Contribute ideas for service improvements, supporting a culture of reflection, learning, and continuous improvement.

**Other Duties**

* Occasional ad-hoc team support.
* To comply with relevant WHALE Arts Agency policies.
* To undertake any relevant training in relation to the post.

*Job descriptions cannot be exhaustive and the post-holder may, from time-to-time, be required to undertake other duties, which are broadly in line with the above key responsibilities.*

**Person Specification**

We put people at the heart of everything we do. You will join a supportive, reflective team culture that values lived experience, continuous learning, and meaningful relationships.

Our Wellbeing Coach needs to be compassionate, professional, and motivated to make a difference.

They must have a non-judgemental approach, be empathetic but able to encourage people out of their comfort zone when required.

**Essential Skills and Experience**

* Experience supporting people with mental health challenges or long-term conditions on a one-to-one and/or group basis.
* Strong understanding of trauma-informed practice, mental health, and wellbeing.
* Confident in assessing needs and working towards personal outcomes with individuals.
* Strong knowledge of self-management tools and resources.
* Familiarity with human rights approaches in health and social care settings.
* Skilled in maintaining professional boundaries and delivering support that promotes choice and independence, not dependency.
* Confident using IT systems for case recording and communication.
* Understanding of confidentiality, GDPR, and data protection requirements.
* Excellent interpersonal and communication skills with the ability to build trusting relationships.
* Reflective, self-aware, and open to feedback and personal development.
* Is committed to promoting equality, diversity and inclusion.
* Community-focused, curious, flexible, and collaborative in approach.
* Ability to plan and manage a varied workload independently while meeting deadlines.
* Knowledge of local health and community services and referral pathways.

Desirable

* Lived experience of managing a long-term condition or mental health challenge.
* Experience facilitating groups or community wellbeing activities.
* Familiarity with health and safety and risk management procedures.

**How to apply**

To apply, please email **recruitment@whalearts.co.uk****:**

* **A cover letter explaining your experience, what you will bring to the role and why you are interested in the role.** You are welcome to apply using audio/video recordings, please just make sure what you send is not over 10 minutes long.
* **Your CV**
* **Details of two references (references will not be contacted unless you have been offered the job)**

**Please also fill out our Equal Opportunities form and email it to** **recruitment@whalearts.co.uk**

[Equal Opportunities Form](https://www.whalearts.co.uk/wp-content/uploads/2024/05/Equal-Opportunities-Monitoring-Form.docx)  (This form will not be used in the recruitment process; it is just used to evaluate our marketing reach.)

**The deadline for the application form is no later than 9am on 11th August 2025**

**Interviews will take place on Thursday 21st August 2025**

The successful candidate will be appointed to the role subject to confirmation of PVG Scheme Membership.

If you have any questions or would just like an informal chat about the role, please get in touch with us.

Contact Name: Kat Prior
Role: Arts and Wellbeing Programme Lead
Email: kat@whalearts.co.uk
Phone: 0131 458 3267 – ask for Kat Prior