Scottish Football Museum

Project Co-Ordinator – Reading the Game

Hours: 10.5 hours per week (1.5 days)
Contract: Fixed-term, 12 months
Salary: £13.45 per hour rising to £14.10 in April 27
Location: Scottish Football Museum and Other Community Facilities
Responsible to: Chief Executive Officer
Closing date: 27/11/2026
Interviews: Week beginning 07/12/26
Expected start date: 14/01/2027 or later depending upon candidate availability

Project Co-ordinator – Reading the Game

The Scottish Football Museum is looking for an enthusiastic, organised and people-focused Project Co-ordinator to deliver an exciting new community project using Scottish football, books and shared conversation to bring people together.

The project will establish and run community book groups themed around Scottish football. Sessions will use books, football history, players, managers, clubs and memorable moments from the Scottish game as a starting point for conversation, learning, skills development and social connection.

The successful candidate will coordinate and facilitate the groups, support participants, develop engaging activities and build relationships with community organisations and other partners in addition to building a core network of volunteers to support the Project

This is an opportunity to use your enthusiasm for football, reading and community engagement to create a welcoming environment where people can develop confidence, communication and social skills while meeting others who share their interests.

Key responsibilities

• Coordinate and deliver regular Scottish football-themed book group sessions.
• Recruit and support participants and encourage continued engagement.
• Select and develop accessible reading material and related activities.
• Facilitate friendly, inclusive and stimulating group discussions.
• Use Scottish football history and the Museum's collections as resources for learning and discussion.
• Develop activities that support communication, confidence, reading and social skills.
• Build relationships with community groups, libraries, learning organisations and other relevant partners.
• Promote the project and encourage participation from people who may be experiencing social isolation.
• Maintain accurate attendance, monitoring and evaluation records.
• Collect participant feedback and evidence of project outcomes.
• Contribute to project reports and funding-monitoring requirements.

• Identify opportunities for participants to become more involved in the Project as volunteers and wider community
• Ensure that all activities are delivered in accordance with the Museum's safeguarding, equality, health and safety and other relevant policies.

About you

We are looking for someone who is:
• Passionate about working with people and communities.
• Interested in Scottish football and its history and culture.
• Confident facilitating groups and encouraging discussion.
• Organised and able to manage a small community project independently.
• A good communicator who can create a friendly and welcoming atmosphere.
• Sensitive to the needs of people who may have experienced social isolation or lack confidence in group settings.
• Interested in using books, stories and football heritage as tools for learning and engagement.

You do not need to be an expert in Scottish football or have previously worked in a museum. We are particularly interested in people who can connect with participants, encourage conversation and create an enjoyable and inclusive group experience.

What we offer

• An opportunity to contribute to an innovative community project.
• The chance to work with the Scottish Football Museum and its collections.
• A part-time role over 12 months.
• The opportunity to develop community engagement and project-management experience.
• The opportunity to make a positive contribution to people's social connections, confidence and wellbeing.

Contact

To apply for the role please send a CV and short cover note via email to

recruitment@scottishfootballmuseum.org.uk

The Scottish Football Museum welcomes applications from people from all backgrounds and is committed to creating an inclusive environment for participants, volunteers and staff.

All applicants will receive an email either notifying them that they have been successful or not in being invited for interview

All interviewees will have the opportunity for feedback if they are not successful

2. JOB DESCRIPTION

2.1 Purpose of the post

The Project Co-ordinator will coordinate and deliver a community book group project using Scottish football as a theme and starting point for reading, conversation, learning and social connection.

The postholder will create and facilitate welcoming and inclusive group sessions, support participants to develop confidence and communication skills, encourage social interaction and ensure that the project achieves its agreed outcomes.

The postholder will also contribute to monitoring and evaluating the project and provide evidence of its impact to the Scottish Football Museum and relevant funders.

2.2 Key duties and responsibilities

Project delivery

• Develop and maintain a programme of Scottish football-themed book group sessions.
• Organise venues, dates, resources and practical arrangements for sessions.
• Identify suitable books and supplementary material appropriate to the interests and abilities of participants.
• Develop activities that encourage discussion, reading, listening, communication and interpersonal skills.
• Incorporate appropriate material from the Scottish Football Museum's collections and heritage resources.
• Facilitate sessions in an engaging, respectful and inclusive manner.
• Adapt activities to meet the needs and interests of participants.

Participant engagement

• Promote the project through appropriate community networks and organisations.
• Support recruitment and encourage sustained participation.
• Develop positive relationships with participants.
• Create an environment where participants feel comfortable contributing to discussions.
• Identify and respond appropriately to barriers to participation.
• Encourage participants to contribute ideas about future books, activities and sessions.
• Support participants to develop confidence and social connections.

Partnership working

• Develop relationships with relevant community organisations, libraries, learning providers, football organisations and other partners.
• Work with Museum staff and volunteers to make appropriate use of collections and expertise.
• Identify opportunities for participants to engage with wider Museum activities.

Monitoring and evaluation

• Maintain accurate attendance records.
• Collect participant feedback and evidence of outcomes.
• Record examples of participant engagement, achievement and development.

• Contribute to project monitoring and evaluation reports.
• Provide information required for funder reporting.
• Assist in identifying lessons learned and recommendations for future activity.

Administration
• Manage project resources within agreed budgets.
• Maintain appropriate project records.
• Prepare information, publicity and session materials.
• Attend relevant staff meetings and project-planning meetings.
• Comply with Museum policies and procedures.

Safeguarding and equality
• Follow all relevant safeguarding procedures.
• Promote equality, diversity and inclusion throughout the project.
• Maintain appropriate professional boundaries with participants.
• Follow health and safety, data protection and other relevant policies.

2.3 Working relationships

The postholder will work closely with:
• Scottish Football Museum staff and volunteers
• Project participants
• Community organisations

2.4 Measures of success

The postholder will contribute to achieving agreed project outcomes, including:
• Regular delivery of book group sessions.
• Recruitment and retention of participants.
• Increased confidence and participation among group members.
• Development of reading, communication and interpersonal skills.
• Positive participant feedback.
• Development of effective community partnerships.
• Collection of appropriate monitoring and evaluation evidence.
• Successful completion of project reporting requirements.

3. PERSON SPECIFICATION

3.1 Experience

Essential
• Experience of working with groups or communities in a supportive and inclusive environment.
• Experience of organising and delivering activities, workshops, groups or community projects.
• Experience of facilitating group discussion or activities.
• Experience of maintaining records and monitoring participation or project outcomes.

Desirable
• Experience of running a book group, reading group or similar activity.
• Experience of community development or community learning.
• Experience of working with people experiencing social isolation or loneliness.

• Experience of monitoring and evaluating funded projects.

3.2 Skills and abilities

Essential
• Excellent verbal and written communication skills.
• Strong interpersonal skills and the ability to build positive relationships.
• Confidence in facilitating group discussions.
• Ability to encourage participation from people who may initially lack confidence.
• Good organisational and time-management skills.
• Ability to plan and deliver activities independently.
• Basic digital skills, including email, word processing and maintaining records.
• Ability to gather and present monitoring and evaluation information.

Desirable
• Ability to design activities that develop communication, reading, confidence and interpersonal skills.
• Ability to use football history, photographs, archives, objects and personal memories to stimulate discussion.
• Experience of using social media or digital platforms to promote community activities.
• Ability to produce simple promotional materials.

4. PERSONAL ATTRIBUTES

The successful candidate will demonstrate:
• Enthusiasm for working with people and communities.
• Genuine interest in Scottish football, books, stories or heritage.
• Empathy and patience.
• Reliability and professionalism.
• Creativity and enthusiasm.
• A positive and encouraging approach.
• Flexibility and willingness to learn.
• Commitment to reducing social isolation and increasing opportunities for community participation.

5. QUALIFICATIONS

Essential

No specific qualification is required where the applicant can demonstrate relevant experience, skills and competencies.

Desirable

Relevant qualification or training in community development, community learning, adult education, heritage, libraries, project management, museum studies or another relevant discipline.