



Position: Freelance Project Coordinator
Organisation: Museums and Heritage Highland
Project: Pathways to the Future
Employment Status: Freelance contract
Fee: £19,200 - 2 years
Hours: 1 day (8 hours) per week

BACKGROUND

Museums and Heritage Highland (MHH) is a network organisation and charity formed in 2019. We are a strong, supportive voice for heritage in the Highlands, working to promote collaborative working, capacity building and financial resilience across our member museums.

Pathways to the Future is a two-year pilot testing a shared-services model across eight rural museums. The project will embed shared administrative support and commercial expertise across two regional clusters, strengthening financial sustainability, governance and leadership capacity.

The Freelance Project Coordinator will support the structured delivery of this complex, multi-partner pilot. Working closely with the Project Lead (Nicola Henderson), the Coordinator will ensure that communication is clear, workflows are aligned, risks are tracked and delivery remains on schedule.

This is a coordination and systems role rather than a direct delivery post.

KEY DUTIES

Project Coordination & Planning

- Maintain and regularly update a proportionate project plan
- Track key milestones, timelines and dependencies across all strands of delivery
- Support onboarding processes for partner museums and staff
- Ensure clarity of communication and workflow across MHH, shared staff and partner museums

Partnership Support & Communication

- Act as a central coordination point between Administrative Managers, Commercial Manager and participating museums
- Organise and minute key meetings (weekly staff meetings, leadership group sessions, quarterly reviews)
- Support clear documentation of agreed actions and responsibilities
- Help surface and resolve delivery challenges early

Governance and Risk Reporting

- Maintain a live risk register and action log
- Support quarterly board reporting

- Assist in monitoring progress against agreed outputs and financial milestones
- Support preparation of funder updates and reports

Evaluation and Learning Support

- Coordinate baseline and ongoing data collection processes
- Liaise with the independent evaluator to ensure timely information flow
- Support documentation of case studies and learning capture
- Help prepare materials for sector dissemination activity

Sustainability Planning Support

- Track continuation planning milestones in Year 2
- Support coordination of financial modelling discussions and partner contribution planning

PERSON SPECIFICATION

The successful candidate will embody MHH' core values: collaboration, innovation, inclusion and integrity.

Essential

- Experience coordinating multi-partner projects
- Strong organisational and time management skills
- Excellent written and verbal communication skills
- Ability to manage competing priorities within a part-time role
- Experience maintaining project documentation (plans, risk logs, reports)
- Confidence working independently and proactively

Desirable

- Experience in the heritage, cultural or third sector
- Understanding of financial monitoring or income-generation projects
- Experience working in rural or geographically dispersed contexts
- Familiarity with digital collaboration tools (e.g. Slack, Google Workspace)
- Knowledge of the Gaelic language

WORK ENVIRONMENT

This is a flexible freelance role averaging 1 day per week. The role will be primarily home-based, with occasional online meetings and potential in-person attendance at key partnership meetings (travel reimbursed separately if required).

The Project Coordinator will be line managed by Nicola Henderson (Project Lead) and will work closely with the Administrative Managers, Commercial & Sustainable Growth Manager and independent evaluator.

Museums and Heritage Highland is committed to equal opportunity and creating an inclusive working environment.

Application process

Please apply in writing including your CV/past experience and a covering letter (not longer than 1000 words) outlining your reasons for applying and suitability for this post. We support a variety of application techniques and would also welcome applications that are video based - these must be not longer than 5mins in length and should be sent via WeTransfer - or in the form of a powerpoint presentation (no more than 10 slides)

Contact for more information and for submitting your application: Nicola Henderson, nicola.henderson@museumsandheritagehighland.org.uk

Deadline for applications: 5pm 20th May 2026

Start Date: Early June 2026