

Pathways to Wellbeing Programme - Admin and Tech Support Assistant

Part-time: 2 day a week (15 hrs total) – Tues and Thurs *(there may be some flexibility)*

Fixed Term contract: 2 years (Jan 2026 – 2028)

£10,140 pro rata, £25,350 FT equivalent

Location: Holburne Museum, Bath (on site)

Application deadline: Monday 8 December (9am)



Get Involved in Creative Health at the Holburne Museum!

Are you interested in art, creativity, and mental health and wellbeing?

Want to make a difference and be part of something inspiring?

The **Holburne Museum** in Bath is looking for someone who is passionate about how creativity and culture can support people's wellbeing. This is a great opportunity to provide admin and tech support for **creative health work** in a museum setting.

For the past 9 years our **Pathways to Wellbeing** programme has brought people together through art – especially those who may feel isolated or have experienced mental health challenges.

We run creative groups where people:

- Try new art skills with the help of friendly artists
- Create and exhibit their own work inspired by museum collections
- Have a voice and feel seen in a museum setting
- Connect with others in a safe and welcoming space

You'll be joining a team that includes artists, museum staff, volunteer mentors, and support workers – all working together to build a kind and creative community.

The Holburne is unique in combining an historical collection with contemporary art exhibitions, mixing old and new art in a beautiful building and location – perfect for sparking creativity and engagement.

Learn more: [Holburne Pathways to Wellbeing](#)

Admin & Tech Support Role

We're looking for someone to join our small, friendly Learning & Engagement Team to help with the day-to-day running of the Pathways to Wellbeing programme. You'll report to and be managed by the Assistant Manager of our Pathways to Wellbeing Programme.

This role is a mix of desk-based admin and practical, hands-on tech support. You'll help with tasks like ordering and prepping art materials, setting up spaces for our weekly creative groups, and making sure everything runs smoothly at The Gardener's Lodge – a lovely building near the museum in Sydney Gardens where much of our work happens.

Please note: this part of the role involves **physical tasks** like lifting and moving art materials, putting up and taking down tables and chairs, and making sure spaces are ready and welcoming.

While this is mainly an admin/tech role, you'll sometimes have contact with the people who take part in the programme. Many of them have lived experience of mental health challenges so it's really important that you have some awareness of mental health issues and are confident to communicate in a sensitive and inclusive way.

We are thinking of this an **entry-level job**. We'd love to hear from you if you:

- Have experience in arts admin or art tech work (or similar transferable skills)
- Are organised, adaptable, and happy to help wherever needed
- Enjoy working as part of a team but are also confident working independently
- Are open, caring, and interested in the power of creativity to support wellbeing

Key duties

- Manage the storage, upkeep and restocking of art materials and equipment in the Lodge
- Order and pack art materials and equipment for creative projects
- Liaise with project artists about the materials they need
- Record expenditure
- Be responsible for room set-up and clear down (including putting tables up and down)
- Keep group registers and 'engagement logs'
- Co-ordinate our monthly 'Happy Mondays' group
- Respond to general email enquiries, manage mailouts for special events and send email reminders to regular groups
- Create social media posts to promote programme activity and showcase project outcomes

- Make travel arrangements: book parking permits for artists and participants and coordinate taxis for off-site projects
- Support the collection and inputting of evaluation data
- Support planning and delivery of one-off Pathways events (e.g. Creativity & Wellbeing coffee mornings)

About you

Essential

- Excellent organisation and administrative skills and a calm and methodical approach to work
- Excellent communication skills (verbal and written)
- Strong IT skills – comfortable using Microsoft Word/Excel/ Survey Monkey/ and Word Press software
- Excellent knowledge of social media platforms especially Instagram
- Proven interpersonal skills - able to work sensitively with a diverse range of people
- Understanding of mental health and an awareness of potential barriers to engaging with museums
- Flexibility and ability to work independently and show initiative

Desirable

- Some practical arts experience and knowledge of art materials would be very useful
- Full UK Driving License

At the Holburne we value transferable skills and life experience. If you have good organisational skills, can manage relationships, solve problems, and are resilient, adaptable and flexible then please consider applying. We are committed to diversity in our programmes, audiences, staff and volunteers.

As the post includes some contact with vulnerable adults, a basic Disclosure and Barring Service check will be carried out for the successful candidate. Applicants must have the right to work in the UK.

Access & place of work

This role is based at the Holburne Museum, Bath.

Due to the nature of the work there is no option to work remotely.

Please let us know about any access needs we can support during the application process or within the role itself.

Contract & hours of work

This is a 2-year contract from January 2026 to January 2028 (subject to a 3 month probation period)

This is a two-day per week role (15 hours total) and ideally we are looking for support on **Tuesdays** and **Thursdays** – however there may be some flexibility.

How to apply

Please apply with an up-to-date CV and a covering letter which refers to the **Key Duties** of this job and helps us to understand the skills and experience you would bring to the role.

Please tell us about any access needs we can meet to support your application process.

Please click on the following link to fill out our [Diversity, Equity and Inclusion survey](#). This form is anonymous and we won't be able to connect it with your application. The information you share helps us to assess whether we are reaching a broad pool of candidates.

Timeline

- Application deadline - **9am on Monday 8 December, 2025**
- Shortlisted candidates will be contacted on **Thursday 11 December, 2025, 5pm**
- Interviews - **Thursday 18 December (am) ***

Interview questions will be sent out prior to the interview.

IMPORTANT *When you apply, please let us know whether you would be able to attend this if you are shortlisted.

Further information

Please contact Emma Dashwood e.dashwood@holburne.org for further information or to discuss this role.