

## Project Engagement and Communications Officer (Freelance) Job Description

**RESPONSIBLE TO:** Project Manager, NHS Programmes

**FEE:** £140-£150 per day dependent on experience

**LOCATION:** Breathe's main office, London SE1 / some working from home in line with Government guidance and Breathe's blended home & office working policy. Regularly based at activity across Guy's and St Thomas' NHS Trust hospital and community sites.

**HOURS:** 30 hours per week / 4 days per week

**WORKING HOURS:** Flexible to accommodate programme delivery times with some evening work required

**CONTRACT:** Immediate start until Dec 2022; 4 days until Aug 2022, reducing to 3 days Sept-Dec 2022

### Additional Benefits

Flexible working policy as freelance position

Central London office location with break out spaces and courtyard garden

Regular team meetings and company away days with fun and creative activities

Company Tate membership including free access to exhibitions

Access to free cultural events through our networks and partners

### Background information:

Breathe Arts Health Research (Breathe) is a multi-award winning not-for-profit social enterprise. Breathe design and deliver creative programmes, underpinned by scientific research, to improve health and wellbeing. Our work is co-designed with artists, scientists, healthcare staff and patients, to meet specific clinical needs. We deliver a diverse range of participatory programmes and live performance events across a range of art forms including dance, music, visual art, poetry and magic. Breathe's innovative and artistic approach to transforming healthcare experiences, offer those we work with, a sense of empowerment, hope and creative fulfilment when they need it most. We are proud to be one of the first arts and health companies to be recognised by NHS England for our work.

We have continued to adapt our programmes throughout the global pandemic, delivering much of our work online and continuing to reach NHS staff and patients with brand new projects. It has been a challenging but exciting time for Breathe, and we look forward to taking this learning into the development of our work moving forward.





### **Job Summary**

This exciting and varied freelance role will provide support to the delivery of Breathe's highly regarded, award-winning performing arts programme, delivered across Guy's and St Thomas' NHS Foundation Trust. This extensive programme supports NHS staff, patients and visitors with robust and impactful projects which support their health and wellbeing and overall healthcare experience. The role will also provide communications support to help promote opportunities to staff and patients and increase the profile and reach of Breathe's work. This varied role combines a mixture of people-facing engagement work, administrative planning and support, and creative communications approaches.

This is a busy role, providing essential support to our growing core programmes in addition to supporting the launch of innovative new projects and collaborations with cultural and clinical partners. The role requires someone personable and compassionate, a practical problem-solver, with the ability to engage with Breathe's broad audiences in a caring and inclusive manner; this includes a wide range and demographic of patients, NHS staff, hospital visitors, creative freelancers and local communities. You must be organised, have strong technical abilities, excellent communication skills and attention to detail.

### **Project Engagement**

- Support Breathe's Project Manager, NHS Programmes, in the regular delivery of core programmes both online and in person as required;  
[Breathe Sing for Lung Health](#)  
[Breathe Dance for Strength and Balance](#)  
[Breathe Harmony NHS staff choir](#)  
[Breathe Creative Breaks](#)  
[Breathe Dance for Staff Wellbeing](#)  
[Breathing Spaces](#)
- Support the timetabling of Breathe's Resident Musician programme of live daily performances across Guy's and St Thomas' NHS Foundation Trust, with a priority to upscale this area of work within the next year.
- Establish relationships and rapport with a variety of stakeholders, including: participants, artists, partner organisations, venues, clinical collaborators.
- Support and regularly liaise with Breathe's wide pool of creative freelancers.
- Alongside a Breathe Artist, regularly co-host online session delivery.
- Provide ongoing support to programme participants: send weekly reminders, maintain accurate welcome information to induct new participants, communicate updates on programme WhatsApp groups.
- Technical support for online delivery including Zoom tools and functions, supporting new participants to access programmes fully.
- Keep up to date with Guy's and St Thomas' NHS Foundation Trust news, COVID guidance and wider events.





### **Communications**

- Establish relationships with Marketing and Communications contacts at Guy's and St Thomas' NHS Foundation Trust.
- Write and submit weekly updates to promote Breathe's programmes amongst staff on the Trust's Staff Bulletin.
- Create stories and blogs about Breathe's programmes to share on Breathe's website and through Guy's and St Thomas' NHS Foundation Trust's eGist and Gist magazine.
- Liaise with relevant contacts within the Trust to find new ways to promote Breathe's programmes and engage staff.
- Coordinate design, print and distribution of leaflets and posters to promote Breathe's programmes within Guy's and St Thomas' NHS Foundation Trust.
- Support with the creation of Breathe's content on social media platforms
- Maintain the Guy's and St Thomas' NHS Foundation Trust Programmes online 'Hub' with relevant resources and information, including signposting information to local wellbeing support services.
- Coordinate Resident Musician and Breathe Artist merchandise.
- Coordinate photography and filming of activity as required.
- Oversee appropriate crediting and acknowledgement of Guy's and St Thomas' Charity support on all print and digital artwork.

### **Administration**

- Be the first point of enquiry for all participatory project participants, providing excellent customer service in a timely manner.
- Maintain and update Breathe's contacts database (Capsule CRM) to record key information and ensure accuracy of programme participants, mailing lists and information of freelancers, stakeholders and enquires from potential collaborators.
- Support evaluation and monitoring processes throughout programmes, as directed by the Project Manager.
- Monitor and log participant attendance figures for all activity.
- Collate and document all media consent required for programme delivery.
- Collate and log programme invoices when required.

### **General**

- Support the Project Manager at Breathe events and programme delivery as required.
- Support the wider Breathe team at company-wide and ad hoc events when required.
- Understand and adhere to all Breathe's Policies and Procedures, taking particular focus to Breathe's rigorous Safeguarding Policy.
- Attend sector events to represent Breathe.
- Carry out all duties with an understanding of and commitment to equal opportunities, equality, diversity and inclusivity.
- Represent Breathe in a positive, friendly, professional and kind manner.
- Hold our Company Values in all that you do; Pioneering, Integrity, Empowerment, Collaboration, Fun

In addition, undertake any other duties or responsibilities which may reasonably be requested by the Project Manager or other senior team members.





## PERSON SPECIFICATION

### Essential

- Minimum 2 years' experience in events or project delivery, ideally within an arts or healthcare context.
- Excellent relationship building skills; an ability to establish rapport with people quickly and effectively interact with a range of participants and stakeholders of varying seniority.
- An excellent communicator; verbal and written; with ability to grade skills to interact with a range of people including service users with additional needs, NHS staff under significant work pressures and freelance artists.
- A hands-on attitude and practical approach towards programme delivery and team support.
- Highly organised, a methodical worker, able to manage concurrent projects, deadlines, and respond proactively and positively to different, changing priorities.
- Able to work to strict deadlines, under pressure and to prioritise own workload.
- High level attention to detail and record keeping.
- Good listening and collaboration skills; ability to take direction and process a wide range of views and priorities.
- Excellent IT literacy and experience using online tools to support project delivery.
- Experience of delivering excellent customer service.

### Desirable:

- Experience working in a healthcare environment (hospital or similar)
- Understanding of, or interest in, the arts in health evidence base.
- A background or interest in a performing or creative discipline; theatre, dance, music, visual arts etc.
- Experience of working for a small, not-for-profit organisation.
- Experience of project evaluation and data collection and documentation.
- Knowledge of GDPR regulations and safeguarding.

### Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation.





### **Additional Contractual Requirements**

An enhanced DBS check will be required before starting in post. Breathe will pay for the post holder to undergo a DBS check.

In accordance with recent government legislation and as contractor of Guy's and St Thomas' NHS Foundation Trust, Breathe staff, volunteers and freelancers are now required to have had two doses of the COVID-19 vaccine by 31 March 2022. This legal requirement applies to anyone who has face-to face contact with patients. Therefore, this postholder will be asked to show their COVID-19 vaccination record at the point of contract.

The post holder must have the right to live and work in the UK.

As a freelance role, the post holder is responsible for their own tax and NI contributions.

### **How To Apply**

To apply, please submit the following parts:

1. A personal statement no longer than one A4 page in length, explaining why you are suitable for the role, keeping the person specification in mind.
2. Due to our blended model of online and in person delivery, submit a 1-minute video statement pitching why you are passionate about Breathe's work.
3. Your recent CV to include employment history and training, no longer than two A4 pages in length.
4. A completed equal opportunities form

Please submit the above documents via WeTransfer to [info@breatheahr.org](mailto:info@breatheahr.org) using the subject heading **Application: Project Engagement & Communications Officer** and complete the [equal opportunities form here](#).

Deadline for applications: Monday 31 January 2022, 5pm

Interview Date: Tuesday 8 February 2022

*We hope to hold interviews in person, at Breathe's Offices, if government guidelines allow.*

