

Breathe Arts Health Research

Job Application Pack



Personal Assistant (PA) to the Managing Director

Job Description

Background information:

[Breathe Arts Health Research](https://www.breatheahr.org) (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. Breathe has won a wide range of awards, tenders and commissions and have contributed to medical journals/book chapters/government guidance. We are proud to be one of the first arts and health companies to be recognised by NHS England for our work.





Job Summary:

The role of **PA to the Managing Director** is an interesting and varied role which will provide essential support to Breathe's highly regarded, award-winning Founder and Managing Director (MD) [Yvonne Farquharson](#). In 2021 Yvonne won the UK Women in Social Enterprise Award & in 2022 was listed in the NatWest Women In Social Enterprise 100 & top 7 Social Business Leader.

This is a busy and fast-paced role, providing administrative support to the MD during a time of exciting growth for our organisation. The role encompasses a range of duties including complicated diary management, the management of multiple email accounts, booking meetings, travel and events and producing accompanying detailed schedules. The role will assist in the production of Board Papers, committee papers and meeting agendas. They will sit in on all company Board Meetings and other high level strategic meetings when required, to take and produce accurate minutes – so discretion and trustworthiness is key. Stakeholder communication will be a major part of this role, meaning diplomacy is essential. Background research and presenting findings in a clear and succinct way to ensure the MD is fully briefed and prepared for all meetings and events will be another important aspect of this role.

We are looking for a committed, loyal and hard-working individual, who is able to juggle multiple competing priorities with the ability to stay calm and smiley in often fast-paced and high-pressured environments. The ideal candidate will be highly efficient and skilled in administration and clerical duties with strong technical abilities. They must have excellent written and verbal communication skills and outstanding attention to detail. The role requires someone personable and compassionate, with a high level of professionalism, who is confident engaging with Breathe's highest level Stakeholders, and the breadth of the Breathe community, in a sensitive and efficient way. We are looking for someone who is genuinely interested in our work, who thrives in supporting others and who takes a proactive and problem-solving approach to work.

Responsibilities:

- Work with the MD to manage her diary and ensure that all appointments are scheduled as efficiently as possible with clear and concise schedules in place.
- Liaising with stakeholders on the MD's behalf and nurturing strong relationships with these individuals and their PAs/teams.
- Liaise with high level stakeholders via phone and email on behalf of the MD to set up meetings and events.
- Conduct background research ahead of MD engagements, producing clear and accurate briefing sheets.
- Develop an awareness of key stakeholders working across the sectors in which Breathe strands, assisting the MD to build and nurture important relationships.
- Keep up-to-date with key policy and government changes across the cultural, healthcare and arts and health sectors.
- Preparing presentations and slides for MD talks and conferences.





- Produce agendas and papers in conjunction with the MD for meetings and committees.
- Take clear and concise minutes at Board meetings and other relevant meetings.
- Chair and write agendas and minutes for monthly all staff meetings.
- Representing the MD at select meetings when she is unable to attend.
- Accessing the MD and general enquiries email accounts, staying on top of urgent enquiries and responding in a highly professional and efficient manner on behalf of the MD and on occasions the wider Senior Management Team.
- Book travel and/or accommodation and/or visas requested by the MD.
- Log and submit expense claims on behalf of the MD.
- Access MD LinkedIn and social channels and post relevant communications in conjunction with Communications staff at Breathe.
- Provide additional support to the Senior Management Team (SMT) as required.

Programmes

Assisting the MD with specific tasks relating to programme delivery:

- Support with organising company-wide events, including; fundraisers, socials and Team and Board Away Days.
- Manage and execute efficient systems for stakeholder invitations and follow-up for events.
- Support the MD and Communications Manager in handling media enquiries.
- Produce contracts and letters of agreements for partner organisations, artists, service bookers where the MD is involved.

General

- Support the MD and SMT at Breathe events and programme sessions as required.
- Understand and adhere to all Breathe's Policies and Procedures.
- 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; to be Pioneering, Empowering, Collaborative, Inclusive & act with Integrity.

In addition, undertake any other duties or responsibilities which may reasonably be requested by the MD & SMT.

This PA role will work closely with the Company Administrator to ensure all MD/SMT related activities run smoothly in conjunction with the rest of the team.





Person Specification

Essential

- Minimum 2 years' experience in PA or high-level administrative roles.
- Meticulous attention to detail.
- Exceptional communicator; verbal and written.
- Ability to multi-task, with ability to prioritise.
- Strong time keeping skills and able to work to set deadlines.
- 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.
- Good listening and collaboration skills; ability to take direction and process a wide range of views and priorities.
- Excellent IT literacy and technical skills, with experience using online tools to support project delivery.
- The ability to remain calm whilst receiving lots of information.
- The ability to take constructive criticism on board in an open manner.
- The ability to remain discreet when receiving organisational wide information on sensitive matters.

Desirable:

- Understanding of, or interest in, the arts in health sector.
- Experience of working for a small, not-for-profit organisation.
- Experience of minute-taking and producing meeting agendas.
- Interest in social enterprise and business development.

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 and MD.



Contractual

RESPONSIBLE TO: Managing Director

SALARY: £24-£27,000 FTE pro rata

HOURS: 18.75 hours / 2.5 days per week

LOCATION: Breathe's main office, London SE1 (over 50% of the time) / some working from home (under 50% of working hours) in line with Breathe's blended home & office working policy.

WORKING HOURS: Flexible to accommodate activity. We are open to how the hours of work are split and whether you choose to work 2.5 full days or a higher number of split days. This can be discussed at interview stage.

CONTRACT: Permanent

Additional Benefits

- Creative Day – 1 paid day per year to focus on fulfilling a creative activity that the team member is passionate about.
- Pastoral Employee Assistance Programme - including free counselling, telephone helpline, consultations with qualified experts, self-help tools and resources.
- Central London office location - Break out spaces, business lounge, on site cafe and courtyard garden.
- Hybrid working model – As a response to the Covid-19 pandemic, Breathe has adopted a blended working model of office based and working from home.
- Regular team meetings and company away days – quarterly events at off-site venues with fun and creative activities.
- Tate membership – for the whole team to utilise, including free access to exhibitions and members spaces which can also be used at weekends and in personal time.
- Access to free cultural events - through our many networks and partners.
- Membership and Subscriptions - Social Enterprise UK and Arts Professional.

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.

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





HOW TO APPLY

Breathe Arts Health Research is an equal opportunities employer, and we embrace diversity within our team. We positively welcome applications from individuals who identify as Deaf and/or disabled, people of colour and all under-represented groups.

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. Submit a 1-minute video statement pitching why you are passionate about this role.
3. Your recent CV to include employment history and training, and any relevant volunteering experience. To be no longer than two A4 pages in length.
4. A completed equal opportunities form.

Please submit the first three documents listed above via WeTransfer to info@breatheahr.org using the subject heading **Application: PA to the Managing Director** and complete the [equal opportunities form here](#).

Deadline for applications: Tuesday 30th August, 9am

Interview Dates: Monday 5th and Tuesday 6th September

Interview Location: In person at Breathe's Offices, London, SE1 6FE.

Please note, the successful candidate will be invited to our Decade of Breathe celebrations on Monday 12th September, 6.30-9.30pm in Blackfriars to get to know the rest of the team, and some high level stakeholders before the role commencement date.

