

Breathe Arts Health Research

Job Application Pack



Project Manager, Breathe Sing for Lung Health Warwickshire (Freelance)

Job Description

Background information:

[Breathe Arts Health Research](http://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 **Project Manager, Breathe Sing for Lung Health Warwickshire** is a freelance role within Breathe and made possible by funding from Warwickshire County Council. The project is in its second year, with current funding running until September 2023. This project forms part of research being conducted by Coventry University into the effectiveness of various creative health interventions and reaches people living with respiratory conditions (including Long Covid) across Warwickshire.

Breathe Sing aims to improve lung health and help manage symptoms through physical warm-ups, vocal exercise and group singing. Led by a trained Singing Leader, songs from around the world are specially selected to support breath control and ease symptoms of breathlessness. Warm up activities help participants with their posture, and challenge them physically as well as cognitively, but in a beneficial way.

This role will mainly be focussed on scoping, design and delivery of our first in-person Breathe Sing for Lung Health programmes in Warwickshire scheduled to take place between March 2023 and September 2023. It also includes responsibility for the remaining delivery and evaluation of an online version of the programme that ends in March 2023.

The Project Manager must be highly organised, with excellent timeline and logistical management skills, an eye for detail, excellent communication skills and a passion for arts. The candidate must be highly professional, personable, kind and empathetic, with the ability to engage with a range of stakeholders including vulnerable adults, healthcare professionals, artists and core staff. The Project Manager will work closely with our Head of Scalability throughout the contract and obtain information and advice from colleagues already working on this and our London-based Breathe Sing for Lung Health programme.

Responsibilities:

Contract Management & Monitoring

- Maintain strong relationships with the key stakeholders at Warwickshire County Council and Coventry University
- Regularly collate evaluation and monitoring data, producing quarterly reports
- Attend quarterly reporting meetings with key stakeholders
- Work to the agreed contract budget, overseen by Head of Scalability

Project Management

Programme Coordination

- Implement detailed administration processes (using existing systems including Capsule & Trello) to ensure a smooth delivery model is in place; registration process, monitoring, data collection and evaluation





- Generate, oversee and monitor a programme timeline which considers planning, recruitment, delivery and evaluation – ensuring all programmes run to set timescales
- Gain a comprehensive understanding and knowledge base of respiratory/ chest conditions, the benefits of singing and the existing research behind this area of work. Use this knowledge to help develop the programme of work
- Maintain, establish and nurture strong relationships with local healthcare staff, patient groups, arts providers and other relevant programme leaders and networks, including the Coventry and Warwickshire Creative Health Alliance and UK-wide Singing for Lung Health network
- Refer to project scoping already conducted on existing singing for health groups, geography and needs of the local area
- Implement taster sessions to engage healthcare professionals, local service users and commissioners
- Recruit local, Warwickshire based Singing Leaders to the programme where possible, ensuring they are trained in Singing for Lung Health via the [Musical Breath](#)
- Write and issue contracts for Singing Leaders delivering on the project
- Liaise with Breathe's Company Administrator to ensure DBS checks are completed for all delivery team
- Generate and keep up-to-date Risk Assessments for all programme delivery – for both online and in-person programmes
- Assist with the coordination and development of funding applications to secure the future of the programme in Warwickshire

Activity Delivery

- Administer online sessions on Zoom and ensure online safeguarding procedures are adhered to
- Secure suitable and affordable spaces to host in-person Breathe Sing for Lung Health programmes, developing strategic and meaningful partnerships where possible
- Distribute end of programme 'package' compiling signposting information, further information about supporting Breathe AHR, distributing 'keep sakes' (e.g. Note card), setting up WhatsApp groups as appropriate
- Develop strong, open communications with participants; setting up regular text reminders for sessions, phone call follow up when required, answering any queries or concerns
- Build strong working relationships with Singing Leaders including post session feedback
- Monitor all session attendance

Communications

- Continue to implement and develop existing recruitment strategy for the programme, either via referrals from key stakeholder contacts in healthcare or via an open recruitment call through Breathe social media channels and website.





- Collaborate with our Communications Manager to help document the project with participant case studies, social media content, film and photography

Finance & Governance

- Follow Breathe's financial procedures at all times
- Ensure artist contracts are adhered to at all times e.g. cancellation policy
- Adhere to Breathe's GDPR Policy, ensuring all participant data is collated and secured safely
- Understand and adhere to all Breathe's Policies and Procedures, taking particular focus to Breathe's rigorous Safeguarding Policy
- Ensuring all sessions are a safe space for participants and artists and noting safeguarding concerns immediately as and when they arise and following Breathe's Safeguarding procedure as necessary

General

- Monitor progress across the programme, ensuring excellent communication with Head of Scalability, the wider Breathe team and external partners/funders about progress and milestones
- Carry out all duties with an understanding of and commitment to equal opportunities
- Represent Breathe in a positive, friendly, professional and kind manner
- Understand and adhere to Breathe's Policies and Procedures
- Hold Breathe's 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 Head of Scalability or other senior team members.



Person Specification

Essential

- Warwickshire / Coventry based and willing to travel and host sessions across Warwickshire (otherwise working from home)
- At least 3 year's project coordination / management experience in arts/ culture
- Highly organised and able to multi-task
- Excellent attention to detail
- Excellent communication skills both written and verbal; with ability to grade skills to interact with a range of people including service users with additional needs, disabilities or psychosocial challenges on a one-one basis and within a group setting
- Able to work to strict deadlines, under pressure and to prioritise own workload
- Flexibility to respond to changing needs
- Passion for the transformative power of the arts
- Excellent knowledge of Microsoft office programmes
- Highly capable with online platforms such as Zoom

Desirable:

- Budget management experience
- Experience of working within a healthcare context
- Interest in/ experience of singing as an art form
- Experience of working with vulnerable adults
- Experience of online programme delivery
- Experience of working for a small, not-for-profit organisation
- Knowledge in safeguarding and vulnerable adult and child protection principles

Contractual

RESPONSIBLE TO: Head of Scalability

FEE: £160 per day*

HOURS: 2 days per week / Working days & hours flexible

LOCATION: Remote. Must be Warwickshire / Coventry based and willing to travel and deliver sessions across the county.

CONTRACT: 7 months, 1 February 2023 – 31 August 2023

** Please note, as a freelance role, the post holder is responsible for their own tax and NI contributions*





Additional Benefits

- Pastoral Employee Assistance Programme - including free counselling, telephone helpline, consultations with qualified experts, self-help tools and resources.
- 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. If the post holder is subscribed to the DBS Update Service, an enhanced check via the online portal by Breathe will suffice.

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: Project Manager, Breathe Sing for Lung Health Warwickshire** and complete the [equal opportunities form here](#).

Deadline for applications: 8pm, Thursday 26th January 2023

Interview Dates: week commencing Monday 30th January 2023

Interview Location: Online via Zoom

Start Date: With a view to begin post Monday 6th February 2023

