



**BREATHE**  
ARTS HEALTH RESEARCH



Recruitment Pack

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# Development & Events Officer

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November 2024

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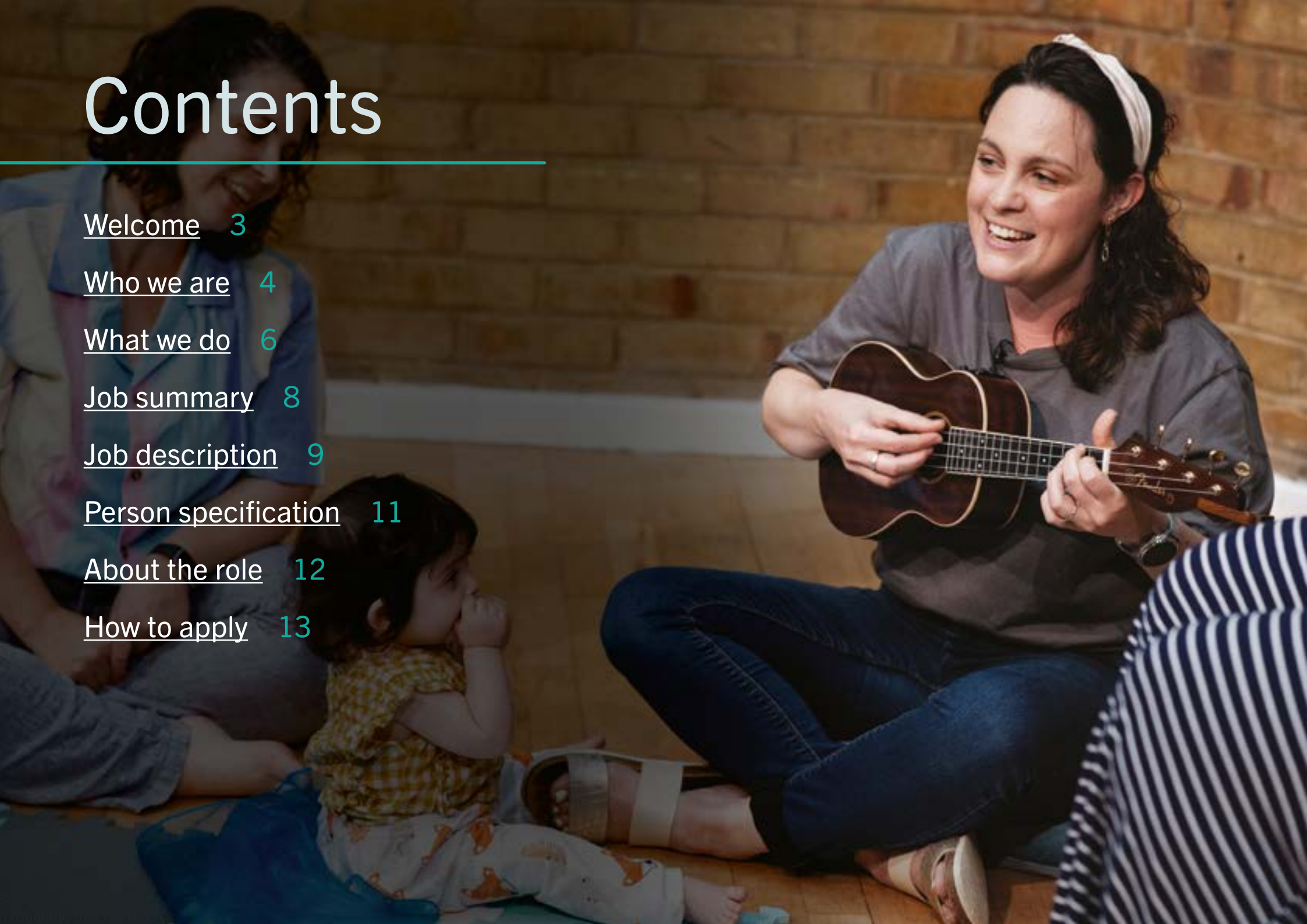
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# Welcome

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**I would like to personally thank you for being interested in our work at Breathe Arts Health Research, and taking the time to learn about what we do and how we do it.**

We care about supporting every individual we encounter to live their healthiest and most fulfilling life. We know from a decade's worth of research, that creativity can play a unique role in supporting the health and wellbeing of individuals and communities, and we pride ourselves on creating safe and inclusive environments where individuals can thrive. This doesn't just apply to the communities we support, but also to all of those who work at and for Breathe.

Breathe is a values-driven organisation, and we ensure we are led by our values in all we do, and all that we are. We value every individual for the unique contribution they make to the workplace and do all we can to support every person to flourish in their role. At Breathe, you will work alongside those who value kindness, integrity and inclusivity as key drivers. You will also enjoy a workplace environment that values both professionalism and fun in equal measure.

I hope that you will find this pack useful and insightful, and even if you don't feel this role is the right fit for you, we always welcome the opportunity to connect with like-minded creative people, so please do feel free to get in touch.



**Yvonne Farquharson**  
Founder and Managing Director





# Who we are

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Breathe Arts Health Research (Breathe) is a not-for-profit social enterprise, founded in 2012.

We are world leaders in combining creativity and robust scientific research to improve health and wellbeing.

**Our vision**  
is to transform  
healthcare, embedding  
evidence-based  
arts & health into  
the mainstream.

We are  
connected and  
grounded by our values –  
to be **pioneering**,  
**empowering**, **collaborative**,  
**inclusive** and to act  
with **integrity**.



Breathe has a core team of **10 staff**, over **100 freelance creatives** and **30 volunteers**, supported by a **Board of Directors**, helping to shape and deliver our vision.

We have co-authored medical journals, published books, and contributed to government policies. We are multi-award-winning, receiving accolades and recognition from **NESTA**, **NHS England** and **Royal Society for Public Health**, to name a few.

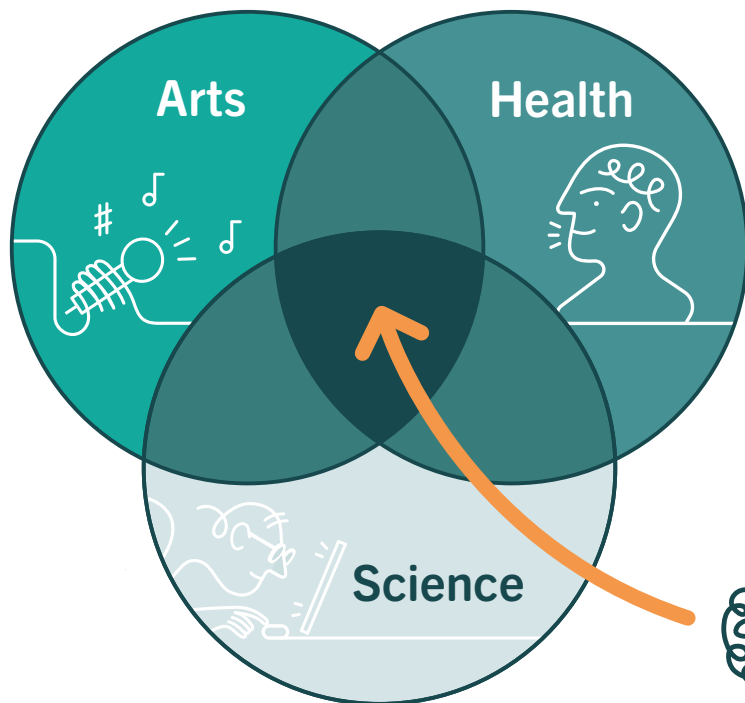


# What we do

Collaboration is at the heart of what we do.

Breathe works with healthcare staff, creatives, researchers, academics, patients, and communities locally, nationally and internationally.

We co-design and deliver empowering healthcare programmes, talks and training – ensuring relevancy, inclusivity and impact



## Key partners include:

World Health Organisation, NHS England, King's College London, Sea Containers London, Southwark Council, Evelina London Children's Hospital and Wellcome Trust.

Each year, Breathe is proud to deliver **1,800 workshops**, talks and performances, engaging over **64,000 people** nationally and internationally.



## Programmes

Our innovative programmes support babies to older adults to live their healthiest lives. We do this through music, dance, magic and more, working with the very best in each field.

## Research

Our work is underpinned by rigorous research, ensuring we can measure quality and impact, to always make a meaningful change.

## Training

We use our decade of expertise and experience to inform, educate and equip organisations and individuals.

## Talks and Advocacy

We provide major contributions to the national advocacy of arts and health, helping to drive the sector forward and build communities of practice.



# Job summary

## Development & Events Officer

**The Development & Events Officer is a newly created position at Breathe, that will support the Head of Development to secure fundraised income, focusing on fundraising events, charity of the year partnerships and individual giving relationships.**

We're seeking an organised, dedicated and values driven person to join our friendly, hardworking and entrepreneurial team. This is an excellent opportunity for someone earlier in their fundraising career or looking to move into fundraising/development from an events/producing background. You will be well supported and offered relevant training and guidance to help you succeed.

Breathe's work straddles three sectors (1) arts and the creative sector, (2) healthcare and the NHS and (3) research, science and academia. We pride ourselves on building long-term, meaningful relationships and have a strong network of committed supporters, funders and partners across these three sectors.

Breathe has a diverse range of income sources, helping us to remain resilient and spread risk. Our income comes from individual donors, trusts and foundations, fundraising events, NHS/Government commissions, training, corporate partnerships and charity of the year partnerships.

By joining Breathe in the role of Development and Events Officer you will see the impact of your work first-hand, as you help raise money for, and regularly attend, our award-winning creative healthcare programmes.

If you'd like an informal and confidential chat about the role or application process, please email Hannah Morgan, Company & HR Administrator ([hannah@breatheahr.org](mailto:hannah@breatheahr.org)) who will arrange for you to speak with Breathe's Head of Development.





# Job description

## Development & Events Officer

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**This varied role will give you the opportunity to play a vital part in supporting income generation from across our wide reaching and inspiring networks, with a particular focus on fundraising events, charity of the year partnerships and individuals. You will be well supported in this role, whilst being given autonomy and ownership of your areas of responsibility.**

### **Responsibilities include:**

#### **Fundraising events and campaigns**

- Support with all elements of the delivery of a range of fundraising events, including major donor dinners, challenge events and charity of the year events.
- Act as the main point of contact for, and liaise with, all fundraising challenge participants and those organising fundraising events for Breathe.
- Research new fundraising event ideas.
- Coordinate the creation of materials for fundraising events and campaigns.
- Lead on co-ordination of the logistics of charity of the year events at schools, golf clubs and with local businesses.

#### **Individual donors**

- Support with the careful relationship management and communication with, Breathe's existing donors.
- Drafting content and updates to Breathe's donors, to ensure they are informed about our work.
- Ensure donor records are kept up to date on Breathe's database, Capsule.
- Undertake prospect research for potential new donors and supporters of Breathe.

#### **Fundraising/Development systems and processes**

- Lead on fundraising administration tasks.
- Use Breathe's database, Capsule, to ensure all fundraising data and opportunities are effectively captured through the implementation of appropriate systems.
- Respond to ad-hoc requests for support or information related to fundraising/development.
- Work closely with the Breathe Team to support fundraising across the organisation, including through participants and programme stakeholders, embedding and managing company-wide systems.

# Job description

## Development & Events Officer

### General

- Represent Breathe at external events, in a way which is consistent with our company values of being Pioneering, Empowering, Collaborative, Inclusive and to act with Integrity.
- Contribute creative and entrepreneurial ideas to drive income generation forward.
- Play an active role in the Breathe Team, contributing to and attending events and activities, keeping connected to, and informed about, the work you are raising money for.
- Attend relevant training, role-specific, as well as company-wide training.
- Carry out all duties with an understanding of, and commitment to, equal opportunities, equality, diversity and inclusivity.

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

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. Breathe has a small core team and flexibility is required to support the wider team and needs of the organisation.



# Person specification

**We are seeking a passionate individual who is excited by the opportunity to fundraise for the work of Breathe. You might be newer in your fundraising/development journey or bringing transferable skills from another sector or profession.**

## Essential

- A desire to work in a fundraising/development role.
- Strong attention to detail.
- Excellent written and verbal communication skills.
- Demonstrable experience of coordinating events.
- Strong numeracy skills.
- Highly organised, able to work well under pressure and effectively prioritise and meet deadlines.
- Interest and enthusiasm for Breathe's work.
- Excellent relationship building skills; an ability to establish rapport with people quickly and effectively interact with a range of partners, funders, participants and stakeholders.
- A team player who is flexible and willing to work collaboratively and with enthusiasm to support the Breathe team to succeed.
- Knowledge of Microsoft Office packages.

## Preferable

- Experience of working with databases.
- Background of working in either the arts/cultural, health or science/academic sector.
- Demonstrable experience of fundraising and/or administration for another charity/social enterprise.





# About the role

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## Salary:

£27–33,000 FTE (pro rata for part time)

## Reporting to:

Head of Development

## Hours of work:

4 days/30 hours or 5 days/37.5 hours per week will be considered for the right candidate

## Place of work:

- Breathe Office at The Clarence Centre, 6 St George's Circus, London, SE1 6FE
- Some working from home in line with Breathe's blended working policy. Breathe's blended working policy requires you to be in the office or at external meetings/events more than 50% of your working time.

## Benefits:

- Breathe's annual leave entitlement for full time staff is 27 days holiday plus 8 days bank holiday per annum, totalling 35 days of annual leave (this amount is pro-rated for part time contracts)
- 1 Creative Day per year in addition to annual leave
- Company pension scheme (employer contributes 3%, employee contributes 5%)
- Employee Assistance Programme - including free counselling, telephone helpline, consultations with qualified experts, self-help tools and resources
- Company Tate membership including free access to exhibitions
- Access to free cultural events through our networks and partners
- Membership to a fundraising peer-to-peer support network, which meets every 6 months.
- Regular training and social events with the wider Breathe Team

**Please note that the successful applicant will be required to undertake an enhanced DBS check, and a job offer would be conditional on this. In addition, the post holder must have the right to live and work in the UK.**

**Offers are subject to two references acceptable to Breathe.**

# How to apply

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

If you'd like an informal and confidential chat about the role or application process, please email Hannah Morgan, Company & HR Administrator ([hannaha@breatheahr.org](mailto:hannaha@breatheahr.org)) who will arrange for you to speak with Breathe's Head of Development.



## 1. Write to us in no more than one A4 page, telling us:

- Why you are suitable for this role and what you can bring to Breathe
- The experience and qualities you would bring to the role and how this meets the job specification
- Earliest available start date
- Preference of 4 or 5 day per week role
- The names and contact details of two referees (only contacted after seeking permission)

## 2. Submit your CV (max 2 pages)

## 3. Complete our [Equal Opportunities form here](#) (this is for monitoring only and will be separated from your application)

Applications should be submitted via email to [info@breatheahr.org](mailto:info@breatheahr.org) using the subject heading **Application: Development & Events Officer**

### Deadline for applications:

Thursday 28th November, 9am

### Interview date:

First round interviews will be held on Thursday 5th December

Second round interviews will be held on Monday 9th or Wednesday 11th December

### Interview location:

Breathe's office, SE1 6FE



## Contact us

[info@breatheahr.org](mailto:info@breatheahr.org)

020 3290 2013

The Clarence Centre, 6 St George's Circus, London, SE1 6FE

   [@BreatheAHR](https://www.instagram.com/BreatheAHR)

[breatheahr.org](http://breatheahr.org)