



BREATHE  
ARTS HEALTH RESEARCH



Recruitment Pack

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# Programme Officer

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May 2026

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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

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 **14 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.

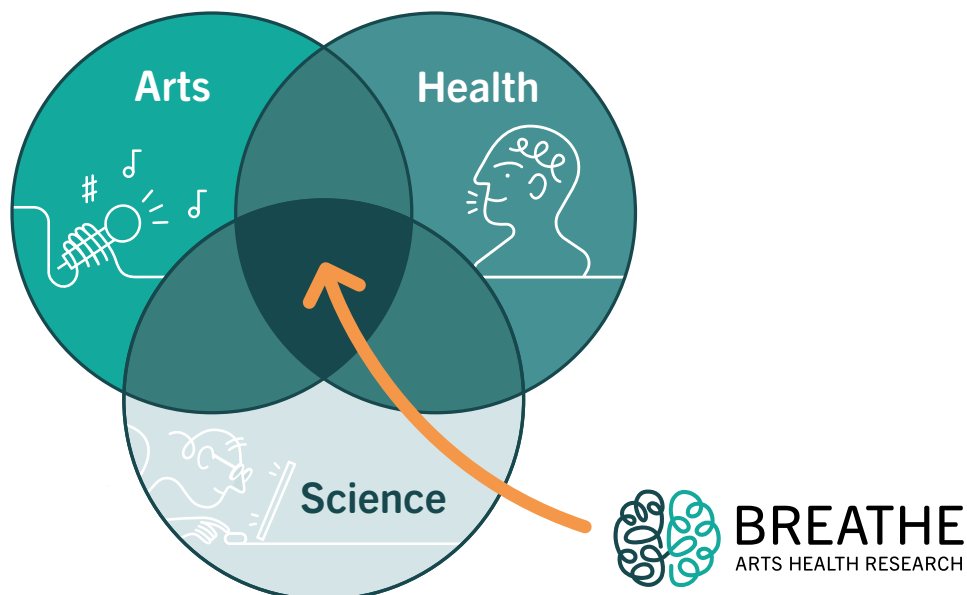


# What we do

We deliver innovative, evidence-based programmes across a range of art forms, meeting specific clinical and wellbeing needs and shaping healthcare pathways. Our multi-award-winning work is co-designed with healthcare professionals, creatives, researchers, academics, patients, and communities - ensuring everything we do is relevant, inclusive, and impactful.

Breathe's work has been featured in worldwide press, published books and peer-reviewed medical journals. We are committed to robust scientific research, including randomised controlled trials, our most recent of which gained global recognition for its ground-breaking findings.

From partnering with grassroots organisations and advocating on international stages, to influencing government policy and training the World Health Organization, we draw on over a decade of expertise to shift mindsets, transform systems, and change lives.



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

## Programme Officer



The Programme Officer will work alongside the Senior Programme Manager to support in the efficient, impactful and artistically excellent delivery of a range of Breathe's programmes including (but not limited to) Breathe Dance for Strength and Balance and the Breathe Magic programmes.

The Programme Officer will coordinate a range of programme logistics, act as the main point of contact for referrals, enquiries, and regularly attend activity delivery. The Programme Officer will also play an important role in supporting the Senior Programme Manager to embed and follow effective processes and systems that ensure efficiency.

We are looking for someone who is highly organised, with excellent attention to detail and is an effective communicator. The candidate must be professional, personable, kind and empathetic, with the ability to engage with a range of stakeholders, including vulnerable programme participants, healthcare professionals, artists and core staff.

# Job description

## Programme Officer

### Programme Administration & Delivery

- Act as the main point of contact for programme enquiries from a range of stakeholders.
- Support the Senior Programme Manager in the planning, delivery, and evaluation of programmes.
- Coordinate programme logistics, including timetabling, staffing, and scheduling.
- Attend programme activities and events (in-person & online), providing on-the-ground delivery support as required.
- Maintain accurate databases and systems to support delivery, communication, and reporting.
- Support clinical record-keeping and data systems in line with GDPR and confidentiality requirements.
- Organise and manage schedules for clinical screenings and assessments, ensuring secure data capture.
- Work with the Senior Programme Manager and Develoment colleagues to identify and support fundraising opportunities across programmes.

### Participant & Stakeholder Engagement

- Build and maintain strong relationships with participants, artists, partners, venues, and clinical collaborators.
- Act as the first point of contact for participants, providing timely and high-quality support from referral/registration through to programme completion.
- Manage participant onboarding processes, including registration systems, welcome materials, and inductions.
- Develop and maintain clear participant communications, including regular updates and reminders.
- Support the creation of signposting and support resources for participants.
- Support the management of freelance artists, clinicians, and volunteers involved in programme delivery.
- Assist with the recruitment, coordination, and retention of volunteers.
- Act as a key contact for mentors and ambassadors, supporting their engagement in programme development and advocacy.



# Job description

## Programme Officer

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### Monitoring, Evaluation & Communications

- Embed monitoring and evaluation across programmes to support learning and continuous improvement, as well as funding requirements.
- Support the collection of data and content to evidence impact and contribute towards communication strategies (e.g. quotes, case studies, social media, photography, film).
- Contribute to the development and maintenance of website content and resource hubs.

### General

- Contribute to team meetings and company-wide initiatives.
- Attend sector events to represent Breathe.
- 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 Senior Programme Manager or Senior Management Team.**



# Person specification

## Essential Requirements

- Experience in supporting project delivery, coordination or administration (paid or voluntary).
- Confidence with Microsoft Office programmes, CRM Systems such as Capsule and online platforms such as SharePoint, Zoom and Microsoft Teams.
- Excellent relationship building skills; an ability to establish rapport with people quickly and effectively interact with a range of participants and stakeholders.
- Strong communication and collaboration skills
- A proactive, practical approach towards programme delivery and participant support.
- Attention to detail, organised and to multi-task.
- Ability to organise work, manage competing priorities and meet deadlines.
- Comfortable working within community and healthcare environments.

## Desirable Experience

- Experience of working with people with a range of health needs or who may be considered vulnerable.
- Experience of working with appropriate professional boundaries with sensitivity and care when working with vulnerable people.
- Experience of coordinating volunteers or student placements.
- A background or interest in a performing or creative discipline.
- Experience of project evaluation and data collection.
- Awareness of GDPR regulation.
- Awareness of safeguarding policies and processes.

This job description is intended as an outline of the general areas of responsibility and will change in the light of the changing needs of the organisation. Breathe has a small core team and flexibility is required to support the wider needs of the organisation.



# About the role

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## Salary:

£30-33,000 (pro rata for part time)

## Responsible to:

Senior Programme Manager

## Location:

Blended Working Policy (more in office/ activity than out). Office at St George's Circus, London, SE1 6FE

## Hours:

4 Days Per Week; (Thurs & Fri essential, other days flexible around candidate). Evening and weekend work required for which TOIL is granted.

## Contract:

Permanent. Immediate start preferred (subject to notice period).

## 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)
- Company pension scheme (employer contributes 3%, employee contributes 5%), following completion of probation period
- 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
- Regular training and social events with the wider Breathe Team

Note: as our Breathe Magic Intensive Therapy Programme runs once a year, we would love the candidate to be able to join us for this year's programme, taking place Monday 3 to Friday 14 August 2026.

# How to apply

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Breathe Arts Health Research is an equal opportunities employer, actively seeking to diversify our team and encourage applications from people with different backgrounds, perspectives, and experiences. We positively welcome applications from individuals who identify as people of global majority, d/Deaf and/or disabled and all under-represented groups. If you require any reasonable adjustments during the recruitment process, please email [applications@breatheahr.org](mailto:applications@breatheahr.org)

**Deadline for applications:** Thursday 4 June, 5pm

**First round Interviews:** : Friday 12 June, in person

**Second round Interviews:** Tuesday 23 or Thursday 25 June, in person

**Interview location:** Breathe's office, SE1 6FE

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

- Why you are suitable for this role & 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 & indicate whether available for Aug programme dates outlined.
- 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)**

If you would like to apply in an alternative format (e.g. video application), or if you'd like an informal and confidential chat about the role or application process, please email Drew Murphy, Senior Programme Manager; [applications@breatheahr.org](mailto:applications@breatheahr.org)

Applications should be submitted via email to [applications@breatheahr.org](mailto:applications@breatheahr.org) using the subject heading 'Application: Programme Officer'



## Contact us

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

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@BreatheAHR

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