



BREATHE
ARTS HEALTH RESEARCH

Recruitment Pack

Programme Officer

July 2026

Contents

Welcome 3

Who we are 4

What we do 6

Job summary 8

Job description 9 & 10

Person specification 11

About the role 12

How to apply 13



Welcome

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 over 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 **15 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.

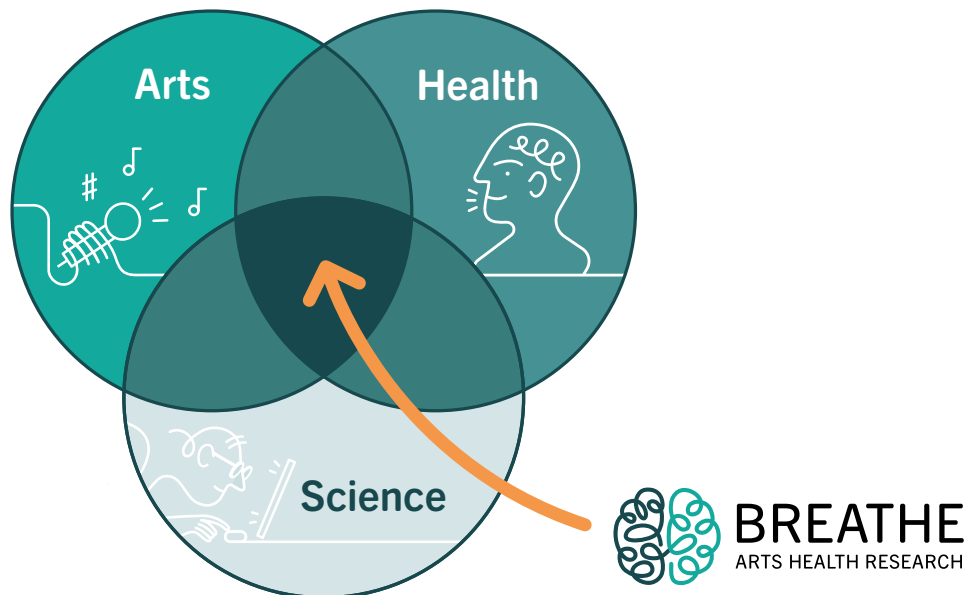


What we do

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 within a programme delivery team to support the efficient, impactful and artistically excellent delivery of a range of Breathe's programmes.

The Officer will have a particular focus on the Breathe Melodies programmes which includes [Breathe Melodies for Mums](#), [Breathe Melodies for Dads](#) and Breathe Melodies for Mums to be. Within this, the Programme Officer will concentrate on our largest Breathe Melodies programme, Breathe Melodies for Mums, an evidence-based 10-week group singing programme carefully co-designed to support parental mental health and parent-infant bonding. The Programme Officer will be involved in all frontline aspects including recruitment, session delivery, and supporting participants throughout their journey with us.

The Programme Officer must be highly organised, with excellent attention to detail, an effective communicator and passionate about arts and health. The candidate must be professional, personable, kind and empathetic, with the ability to engage with a range of stakeholders, including adults experiencing mental health challenges, local community organisations, healthcare professionals, artists and core office staff.

Job description

Programme Officer

Programme Administration & Delivery

- Support the Programme Manager in the planning, delivery and evaluation of programmes
- Contribute to coordinating programme logistics including timetabling, staffing and scheduling
- Administer relevant contracts, letter of agreements and risk assessments
- Administer and host in-person and online programme activity ensuring a warm, safe and non-judgmental environment is created
- Maintain accurate databases and systems to support programme delivery, communication and reporting
- Steward volunteers who support the delivery of our programmes through detailed briefings, regular communication and ongoing nurturing

Participant Support & Stewardship

- Act as a main point of contact for participants, fielding enquiries, supporting with registration, monitoring attendance and signposting during and after the programme
- Collaborate with Programme Ambassadors from onboarding through to engagement

Recruitment

- Build a network of recruitment partners from across the health, social care and VCSE sectors, applying a deep understanding of the communities we are working in
- Regularly undertake outreach visits to clinics, children and family centre activities and any other relevant spaces where new parents might be engaged
- Seek collaboration opportunities with community organisations to increase representation and access to the programme, including through the delivery of taster sessions
- Follow and administer established Breathe recruitment processes, including assessing eligibility for the programme



Job description

Programme Officer

Evaluation & Monitoring

- Follow detailed monitoring processes and systems including logging session attendance, supporting with pre and post programme reporting and collating EDI data
- Work with Programme Managers to contribute to funding reports by collating data across programmes

General

- Understand and adhere to all Breathe's Policies and Procedures, placing particular focus on Breathe's rigorous Safeguarding Policy, GDPR and Data Protection
- Attend sector events to represent Breathe
- Adopt Breathe's company values of being Pioneering, Empowering, Collaborative, Inclusive and to act with Integrity
- Carry out all duties with an understanding of, and commitment to, equal opportunities, equality, diversity and inclusivity.

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 needs of the organisation.



Person specification

We are seeking an individual who is passionate about increasing access to parental mental health support, community engagement and the impact the arts can have on health and wellbeing.

Essential Requirements

- Experience in supporting project delivery, coordination or administration (paid or voluntary)
- Experienced and confident supporting vulnerable people within community and healthcare environments
- Strong listening, communication and collaboration skills
- Highly organised, able to manage competing priorities and meet deadlines
- Demonstrable administration experience using databases and Microsoft Office programmes
- A team player who is flexible and willing to work collaboratively and with enthusiasm to support the Breathe team to success

Desirable Experience

- Experience and knowledge of mental health and/ or perinatal mental health
- Background of working in either the arts, health or voluntary sectors
- Experience of coordinating volunteers or student placements
- Awareness and experience of safeguarding and GDPR
- Experience of project evaluation and data collection
- Experience utilising AI programmes such as Co-pilot to help streamline internal processes



About the role

Salary:

£30-33,000

Responsible to

Programme Manager

Location:

Breathe's Office at 6 St George's Circus, London SE1 6FE with regular travel for outreach and session delivery across London. Remote working is limited for this role due to the nature of programme activity

Hours:

4 days/30 hours or 5 days/37.5 hours per week will be considered for the right candidate. Evening and weekend work required for which TOIL is granted.

Contract:

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

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

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
- 1 Creative Day per year in addition to annual leave.
- Employee Assistance Programme - including free counselling, 24/7 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.

If you'd like an informal and confidential chat about the role or application process, please email Hannah Morgan, Company and People Manager on applications@breatheahr.org, who will arrange for you to speak with a relevant member of the team.

Note: if possible, we would love for the candidate to be available for the next delivery of Breathe Melodies for Mums programmes, which start at the beginning of October.

How to apply

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 underrepresented groups.

If you require any reasonable adjustments during the recruitment process, or if you would like to apply in an alternative format (e.g. video application), please email Hannah Morgan; applications@breatheahr.org

Deadline for applications: Wednesday 19 August, 9am

First round Interviews : Tuesday 1 and Wednesday 2 September, online

Second round Interviews: Wednesday 9 September, in person

Second Round 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 October programme start date.
- The names and contact details of two referees (only contacted after seeking permission).
- If you have used AI to write your application, and to what extent

2. Submit your CV (max 2 pages)

3. Complete our [Equal Opportunities form here](#) (this is for monitoring only and will be kept anonymous)

Submit your application via email to applications@breatheahr.org using the subject heading 'Application: Programme Manager'



Contact us

applications@breatheahr.org

020 3290 2013

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

@BreatheAHR

breatheahr.org