

BREATHE
ARTS HEALTH RESEARCH

Recruitment Pack

Programme Manager (Maternity Cover)

January 2027

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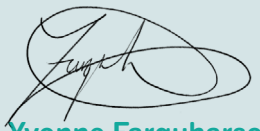
Welcome

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.

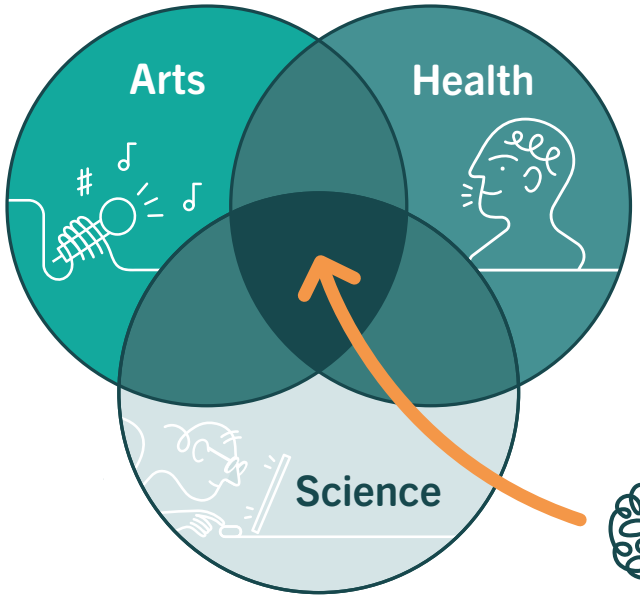


What we do

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.



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

BREATHE
ARTS HEALTH RESEARCH

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 Manager (Maternity Cover)

This integral programme management role will work collaboratively with a range of healthcare professionals and clinicians, alongside artists, academics and communities to co-design, deliver and evaluate a range of Breathe's innovative and impactful creative health programmes. The role will work in close collaboration with the Head of Programmes and relevant members of the Senior Leadership Team, and will be supported by a dedicated Programme Officer.

Programmes being managed by this role during the maternity cover period will include, but are not limited to:

- A new co-designed multi art form creative mental health programme accompanied by ground breaking research for children and young people in local authority care, in partnership with South London and Maudsley's CAMHs in Lewisham
- Delivery of a year-round programme of magic and healthcare events, and preparations for our Breathe Magic Intensive Therapy Programme 2028 – an innovative intervention incorporating specially selected magic tricks into an intensive bimanual and goal-oriented occupational therapy programme.
- Breathe Dance for Strength and Balance - our dance programme co-designed with NHS Physiotherapists to help reduce the risk of falls in older adults
- Our highly regarded live music programme delivered across Evelina London Children's Hospital, brings the healing power of music directly to children, families and NHS staff



Job summary

Programme Manager (Maternity Cover)

The Programme Manager (Maternity Cover) will collaborate closely with artists, healthcare professionals, academic partners and participants to ensure our programmes are effective, of high artistic quality and reaching diverse communities. This is a busy post requiring an individual who can manage multiple programmes at one time, following detailed systems and processes, and representing Breathe at activity regularly.

The role will effectively and enthusiastically line manage a Programme Officer, working together to ensure efficient administrative systems and processes are followed to execute programmes. A network of volunteers will also be managed by the Programme Manager (Maternity Cover); implementing recruitment approaches and nurturing these important stakeholders.

The Programme Manager (Maternity Cover) must be strategic, highly organised, with excellent attention to detail, and an effective team leader. They must have strong project management experience including budget management, partnership management and administration. The candidate must be highly professional, personable and empathetic, with the ability to engage with a range of stakeholders. Experience of working in healthcare environments and collaborating with healthcare professionals is highly desirable.



Job specification

Programme Manager (Maternity Cover)

Programme Management

- Oversee the progress and quality of programmes, keeping the Head of Programmes, wider Breathe team, partners and funders appropriately informed
- Develop and monitor programme timelines covering planning, recruitment, delivery and research activity, ensuring programmes remain on schedule
- Oversee effective programme administration and systems, supported by the Programme Officer and using existing tools including Capsule, Cliniko and Trello, covering registration, monitoring, data collection and evaluation
- Take an innovative and strategic approach to programme design, delivery and evaluation, ensuring creative integrity is included in preparation and delivery of all programmes
- Monitor participant recruitment and attendance with the Programme Officer, adapting approaches where required to support programme capacity and attendance – including young people with hemiplegia and clinical volunteers
- Attend programme delivery regularly to build relationships with artists, clinical staff and participants and to monitor quality
- Recruit and support artists as required, helping to maintain a diverse artist pool and provide constructive feedback
- Continue to embed Ambassadors across programmes in collaboration with the Programme Officer
- Build and maintain strong relationships with programme partners and stakeholders, and identify potential partnerships that could support the sustainability or embedding of programmes
- Build and maintain strong and trusted relationships with complex and vulnerable young people, families, and their communities
- Work with corporate partners to deliver CSR and training opportunities, including **Breathe Magic Into Your Work**

Line Management

- Enthusiastically lead and line manage a Programme Officer, conducting regular 1:1 meetings and monitoring progress against objectives
- Manage any sickness, performance or training issues sensitively and proactively, ensuring staff are well supported and clear on the organisational expectations around performance
- Manage a wide variety of freelancers across cultural and healthcare sectors

Job specification

Programme Manager (Maternity Cover)

Volunteer Management

- Working with other Breathe colleagues, lead volunteer recruitment, engagement and retention, including developing relationships with universities, volunteer agencies, clinical networks and community organisations
- Oversee the volunteer lifecycle including recruitment, onboarding and ongoing supervision
- Coordinate volunteer and student placements to support programme delivery, working with other Programme Managers and Officers to administer
- Build strong relationships with volunteers and create opportunities for continued engagement with Breathe, including volunteer socials and fundraising events

Monitoring, Evaluation & Research

- Embed robust evaluation tools and methods across all programmes, working with the Senior Management Team to ensure these meet funding requirements
- Contribute to the execution of research studies as relevant to certain programmes, working closely with the Senior Leadership Team and highly regarded academic partners and institutions
- Oversee and contribute to data and monitoring collection
- Contribute to written reports and present on progress for funders



Job specification

Programme Manager (Maternity Cover)

Communications

- Work with the Senior Communications Manager to ensure effective communications and marketing strategies to profile programmes and aid recruitment of participants and volunteers
- Oversee the development and maintenance of website content and resource hubs with support from the Programme Officer
- Seek opportunities to deliver talks, presentations and workshops and showcase Breathe programmes
- Taking an inclusive approach to communication, including but not limited to producing a variety of easy read materials and updating the Resource Hubs

Governance & Finance

- Manage programme budgets of varying sizes, with close attention to detail, monitoring budget progress and produce quarterly finance reports for the Head of Development & Finance
- Act as one of several Designated Safeguarding Officers for the organisation, responding to safeguarding issues as required and ensuring Breathe's Safeguarding policy and processes are in line with current legislation (training provided if required)
- Ensure programme delivery follows Breathe's Safeguarding Policy, including appropriate DBS checks and renewals
- With support from the Programme Officer, issue and monitor contracts for all delivery staff, volunteers and clients
- Produce detailed risk assessments for all programme delivery

General

- Contribute to team meetings and company-wide initiatives
- Support with organisational-wide fundraising
- 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

In addition, undertake any other duties or responsibilities which may reasonably be requested by the Line Manager or Senior Leadership Team.

This specification 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.

Person specification

Essential Requirements

- Extensive project management experience, ideally in arts, creative health, or healthcare contexts
- Proven successful partnership and stakeholder management
- Skilled at budget management, with high level attention to detail
- Experience and knowledge of supporting vulnerable young people
- Experience of working with healthcare professionals or in healthcare settings
- Experience of producing reports for funders or key stakeholders
- Excellent knowledge and competency in Safeguarding and GDPR
- Experience of line management
- Highly organised, able to work to strict deadlines and prioritise own workload
- Excellent communication and collaboration skills
- Highly capable with Microsoft Office programmes, CRM Systems and online platforms such as SharePoint, Zoom and Microsoft Teams

Desirable Experience

- Experience of research studies
- Knowledge of the creative health sector
- Strong public speaking and presenting skills
- Experience at Designated Safeguarding Officer level
- Experience of managing volunteers or student placements

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.

About the role

Salary:

£34,000 - 37,000

Responsible to:

Head of Programmes

Location:

Breathe operates a “more in than out” working policy. This means that at least 50% of working time should be spent “in”, which includes time at Breathe’s office: St George’s Circus, London, SE1 6FE and attending activity in person

Hours:

37.5 hours / 5 days per week. Evening and weekend work required for which TOIL is granted

Contract:

This is a 1-year Maternity Cover role with an 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
- 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

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 under-represented groups.

If you require any reasonable adjustments during the recruitment process, please email Hannah Morgan; applications@breatheahr.org

Deadline for applications: Monday 30th November, 9am

First round Interviews: Monday 7th December, online

Second round Interviews: Monday 14th or Tuesday 15th December, in person

Second Round Interview location: Breathe's office, SE1 6FE

1. **Write to us in no more than one A4 page (we are happy to accept applications in alternative formats e.g. video), telling us:**
   - Why you want to work at Breathe Arts Health Research
   - The experience and qualities you would bring to the role, relevant to the job specification
   - Whether you have used AI to help write your application and to what extent
2. **Inform us via email when submitting your applications:**
   - Your earliest available start date / notice period
   - The names and contact details of two referees (only contacted after seeking permission)
3. **Submit your CV (max 2 pages)**
4. **Complete our Equal Opportunities form here (this is for monitoring only and will be kept anonymous)**

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 Hannah Morgan, Company and People Manager, who will arrange for you to speak with a relevant member of the team; applications@breatheahr.org

Applications should be submitted via email to applications@breatheahr.org using the subject heading 'Application: Programme Manager (Maternity Cover)'.

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Contact us

applications@breatheahr.org
020 3290 2013
The Clarence Centre, 6 St George's Circus, London, SE1 6FE

@BreatheAHR
breatheahr.org