



## **Programme Coordinator - Training**

(job title in progress)

### **JOB DESCRIPTION**

The Programme Coordinator – Training is responsible for the effective delivery of the Breathworks teacher training programme. Working collaboratively with the Programme Director this is a pivotal role in the programme team who will plan and deliver both residential and non-residential teacher training events. This role, through active participation and engagement, will foster new and innovative ideas in the ongoing development of the Breathworks programme of training events.

#### **Duties:**

- Work closely with the Programme Director to effectively implement the Breathworks teacher training programme, including programme development, coordination, assessment and evaluation.
- Work closely with the training administrator to ensure students and prospective student on Breathworks training events are kept fully informed and all queries responded to quickly and efficiently.
- Coordinate with the admin team to provide accurate and up to date information for the Breathworks website.
- Take responsibility for applications to the training programme; and communicate the outcome to the training administrator for further action.
- Lead residential and non-residential teacher training events and complete tasks related to these events including diary reviews and maintaining student information on the Breathworks CRM database.
- Supervise training programme students in their practice courses and provide regular supervision to accredited Breathworks teachers
- Supervise senior trainers in their delivery of teacher training
- Supervise approved Breathworks supervisors
- Teach at least one Breathworks MfS and MfH course each year to stay current in teaching practice

- Teach on other Breathworks events including events for Health Professionals, MBSR/CT teachers, master classes and meditation retreats.
- Develop and deliver bespoke Breathworks training programmes
- Represent Breathworks at conferences and other events
- Actively engage and role model own continued professional development to maintain adherence of the GPGs for mindfulness teachers. This should include a minimum of one week-long meditation retreat each year.
- Attend staff and associate days and programme team meetings, and contribute to event content and delivery when appropriate.
- Other duties as assigned

**Person Specification:**

- Strong understanding of and belief in Breathworks mission, vision, values, and teaching and training model
- Can demonstrate a regular meditation practice and extensive knowledge of mindfulness practices.
- Proven experience leading train the trainer events and providing supervision.
- Comprehensive knowledge and understanding of best practices in adult learning methodology
- Strong team player, with an ability to network and collaborate well with others
- Excellent written and verbal communication skills, with an ability to resolve customer concerns in a timely, kind and professional manner.
- Effective time management and executive functioning.
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- Willingness to work flexible hours, including weekend and evening commitments, multi-day events and national and international travel
- A UK Citizen or the legal right to work in the UK

**Job Title:** Programme Coordinator - Training

**Team:** Programme Team

**Reports to:** Programme Director

**Hours:** 30 hours p/w working flexibility in line with the demands of the role as some events will take place over weekends.

**Salary:** £10.20 p/h + Generous benefits package (including Simply Health, 7.6 weeks holiday, CPD, flexible working)

**Place of work:** Breathworks CIC, 16-20 Turner Street, Manchester, M4 1DZ

**Contact details:** 0161 8341110 [info@breathworks.co.uk](mailto:info@breathworks.co.uk)

Breathworks CIC is going through a period of rapid growth and development. This offers opportunities for new responsibilities and projects, and means that members of staff must be ready for possible changes in their responsibilities and work.

### **Breathworks Ethos Statement**

Breathworks' mission is to help people living with pain, stress and illness to lead happier, healthier lives. We are internationally recognised leaders in Mindfulness Based Pain Management (MBPM), providing mindfulness training and services for people with pain, stress and illness and for those who wish to teach the Breathworks approach to others. Breathworks is a 'not for profit' social enterprise, registered in England and Wales with Companies House and the Community Interest Company Regulator.

Breathworks are committed to these five principles or values:

1. **Generosity** – in working to benefit our clients, we support the social mission of the organisation by accepting a fair, but lower than commercial rate, for our work for Breathworks.
2. **Ethics** - we seek to practise Buddhist ethics throughout the business, understood as basic human values such as kindness, honesty and awareness.
3. **Personal development** - we aim to support the personal development of all employees, from skills training to supporting spiritual practice.
4. **Creative Teamwork** - we aim to collaborate in ways that draw on the creativity and skills of team members to achieve the aims of the business.
5. **Commercial viability** – we are running an ethical business and it needs to be commercially successful for us to accomplish our goals.

Breathworks was founded by committed Buddhists out of their aspiration to work compassionately and mindfully. We welcome like-minded collaborators who support the principles outlined above and are committed to maintaining the ethos that underpinned the founding of the organisation.