



Administrator

JOB DESCRIPTION

Responsibilities:

The Administrator is responsible for the smooth running of the Breathworks office and events in West London. Events will include 8-week mindfulness courses, three day events for Health Professionals, mindfulness teachers and students in the Breathworks teacher training programme, and occasional meetings and events for Breathworks staff, associates and accredited teachers.

Duties:

- Responsibility for admin tasks associated with all Breathworks London events, including managing registration, liaison with applicants/participants, sending out information, preparation of event materials and any post-event tasks (eg course evaluations) as required.
- Assisting the Programme Director with assigned admin tasks
- Responding to customer enquiries via phone/email/in person
- Coordination and liaising with Marketing Communications Team in Manchester about creation and distribution of both digital and printed promotional material.
- Researching distribution channels and distribution of printed and digital promotional materials
- Attending relevant events and conferences to run Breathworks stalls and liaising with Marketing and Comms team about engagement.
- Liaising with Manchester admin team for website changes in relation to the London Office and events.
- Maintaining and researching contact lists for mail outs and email marketing.
- Liaison with the broader admin team at the Manchester office and participation in admin team meetings and providing holiday cover as required (remote cover from the London office).
- Occasional travel to the Manchester office for team days and training.

Person Specification

- Good organisational skills
- Strong office computer skills, eg fluency with CRM databases, Word, Excel, Powerpoint, email, laying out documents and the ability to learn new skills as required.
- Excellent written English for emails and letter writing
- Clear telephone manner and excellent customer service skills
- Good interpersonal skills, with the ability to work with and learn from other team members.
- Able to work effectively in an informal environment
- Ability to work unsupervised and meet deadlines
- Genuine interest in mindfulness, including an understanding of the benefits for people with pain, stress and illness.

- Highly self-motivated and able to work effectively when the programme manager is away on training events and other events.

Job Title: Administrator

Hours: 15 hours p/w Monday to Friday (some flexibility is needed in line with the demands of the role as some events will take place over weekends)

Start Date: 18th January 2016

Place of work: Breathworks CIC, West London Buddhist Centre, Royal Oak House, 45A Porchester Rd, London W2 5DP

Contact details: 0161 8341110 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 is a Buddhist Right Livelihood business, within the Triratna Buddhist Community.

Breathworks is committed to five principles or values. It is not necessary to be Buddhist to work with Breathworks, but every employee and volunteer needs to be at least sympathetic to these principles as a pre-requisite for involvement in the company.

1. **Generosity** – as well as 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 may or may not be Buddhists but who support the principles outlined above, while also being committed to maintaining the Buddhist ethos that underpinned the founding of the organisation. We may therefore retain a Genuine Occupational Requirement (GOR) that certain positions are staffed by practising Buddhists with an understanding of and sympathy for Buddhism as practised within the Triratna Buddhist Community.