

**CLEAN
BREAK**

A vibrant stage performance featuring a central drag queen in a floral bodice and sequined skirt, singing with her arm raised. To her right, another performer in a silver outfit with wings stands on a chair. In the background, another performer in a sequined dress is visible. The stage is lit with red and orange lights, and the background is decorated with draped fabric and string lights.

**Executive Director
Recruitment Pack**

Welcome!

Thank you very much for your interest in the role of Executive Director and Joint CEO at Clean Break.

This is a full time, permanent position, with a salary of £58,372 pa.

Because our work is about highlighting women's experiences and providing gender-specific services to women, all of our positions are open to women only (exempt under Equality Act 2010 Schedule 9, part 1).

We hope that this pack will give you plenty of information before you apply. Our website cleanbreak.org.uk will also give you lots of background on our company and our work.

We want everyone who believes they meet the Person Specification to feel comfortable and confident in applying for this role. It is our responsibility to make the application process accessible, and to give you the information you need to decide whether you are going to apply. So, if you require the pack or any further information in a different format, or have any questions before you apply, please get in touch through recruitment@cleanbreak.org.uk and you'll hear back from us.

The deadline for submitting applications for this role is 12pm midday on Monday 28 October 2024.

We hope to hear from you, and if you do decide to apply, good luck with your application.



About Clean Break

Clean Break is a women's theatre company established by two women prisoners in 1979 at HMP Askham Grange in Yorkshire. We are the only organisation of our kind in the UK and for 45 years we have been producing award winning plays which reveal the untold stories of women who are criminalised. Alongside this we work directly with women themselves through theatre, creativity and support, both from our studios in Kentish Town, north London and in prisons and women centres around the country. Through training and research, we share our approach with the sectors we work in and through our plays and our practice we advocate for change.

Our Business Plan 2018-23 foregrounded our ambition to place our Members (women at risk or with lived experience of the criminal justice system who attend our studios) at the heart of the organisation, largely through the integration of our education and artistic programmes. Since 2019, every production has either been performed solely by our Members or has had Members in the cast and/or creative teams.

Our current Strategic Plan from 2023, lays out our ambitions, resources and priorities over the next three-year period. This plan responds sensitively to many of the issues that impact our Members and our charity due to the challenging economic and political landscape around us, whilst championing artistic ambition and energy to drive forward the change we seek. We approach the challenges with courage and creativity, and in collaboration with our partners, as we know our impact will be greater through working together. We aim to increase investment in the support and activities for our Members as they navigate the increasingly complex world and we are embracing their role in decision making within our organisation, sharing power and finding and nurturing our own leaders with lived experience. We are confident in our financial resilience, having demonstrated our agility over times of austerity. We are promoting a more enterprising attitude, diversifying our funding streams and finding new partnerships across the business sector. We know that within challenging times, hope is an important tenet. We will continue to ensure that our theatre speaks to the urgent needs of our times, and advocates for new ways of seeing and being in the world.

Our vision is of a society where women can realise their full potential, free from criminalisation. Our mission is to produce ground-breaking theatre which puts women's voices at its heart and creates lasting change by challenging injustice in and beyond the criminal justice system.

As a theatre company, we make bold, courageous and outstanding theatre that impacts on the lives of women in the criminal justice system. We do this in collaboration with our Members, artists, partners in the criminal justice sector, in theatre and beyond. We engage with audiences to provoke dialogue and mobilise them to make change with us.

Inclusion

Inclusion sits at the heart of our work, and our We are proud to have attained a Silver Quality Mark from One Small Thing in recognition of our trauma-informed practices in March 2023. This is a significant achievement and brings to light the practice that runs through all of our work. We now deliver training, Leading with Kindness, regularly to support others to understand and embed this practice in their work and lives.

Clean Break is a company for all women (this includes cis, intersex, and trans women) and our women-only identity is crucial to our rationale. The treatment of women by the criminal justice system is one of the clearest demonstrations that our society is still unequal and that women are judged by different standards to men. This treatment is intersectional, and so equity and inclusion sit at the heart of all our work and ways of working. It is for this reason that we work in a women-only setting and use an exemption allowed within the Equalities Act to employ only women in our organisation (exempt under Equality Act 2010 Schedule 9, part 1).



It is our belief that theatre enables women to challenge their oppression by society in general and by the criminal justice system in particular. We also recognise that the theatre industry remains a sector dominated by those from positions of privilege and power. Our mission requires us to challenge exclusion in the sector and make it a space where all women are represented and feel like they belong, can work and thrive. Having these voices is essential to the life of theatre.

Anti-racism is now firmly placed as non-negotiable in our practice and partnerships, and this will continue to become increasingly evident in all areas. We recognised our shortcomings and have worked hard, collectively deepening our understanding and practice of anti-racism and listening to and supporting our Black and global majority community.

Our learning is also reflected in our working groups, where stakeholders from across our community come together to drive progress and hold us accountable to our ambitions and actions. We currently have working groups for our work around anti-racism, trans-inclusion, anti-ableism and climate justice with staff, trustees, Members and volunteers engaging.



Equal Opportunities

We strongly believe that your lived experience enhances what you bring to a professional setting. We want women from a broad range of diverse backgrounds with a cross section of skills, experiences, and narratives to extend and develop how we work.

The UK's cultural workforce does not represent the diversity of our society – far from it. We know that many women face multiple barriers when looking to begin or progress a career in the arts, for all sorts of reasons. We recognise that you are even more likely to have faced barriers, in our sectors and others, if one or more of the following represent you:

- You have lived experience of the criminal justice system, this means personal (not professional) contact with probation, prison and/or the police, or that you have been at risk of entering the criminal justice system because of alcohol or drug use
- You are from the global majority [1]
- You don't have social or financial privilege, and/or you identify as working class
- You identify as D/deaf or disabled or both

and we warmly welcome your application.

[1] a collective term that first and foremost speaks to and encourages those so-called to think of themselves as belonging to the global majority. It refers to people who are Black, Asian, Brown, dual-heritage, indigenous to the global south, and or have been racialised as 'ethnic minorities'. Globally, these groups currently represent approximately 80% of the world's population making them the global majority

Positive action:

We have specific positive action in place for our interviews. If you have lived experience of the criminal justice system [2] or you identify as D/deaf or disabled, you can choose whether you would like us to apply our positive action policy when reviewing your application – you just need to answer yes to the question in the application portal. If you answer yes, this means that, if you have clearly shown in your application that you meet our minimum criteria, you will be invited for an interview.

We do not ask you to disclose any further details in your application, and we treat all positive action answers confidentially and sensitively. Please read our separate Criminal Records Disclosure Information for Job Applicants if you would like to know how you can disclose further details about a criminal record during the application process.



[2] By lived experience, we mean that you have had personal (not professional) contact with probation, prison and/or the police, or that you have been at risk of entering the criminal justice system because of alcohol or drug use.

Clean Break's work

There are many facets to the work of Clean Break, some more publicly visible than others. We are working to engage with audiences more about our previously less seen work, to broaden understanding of the intertwining aspects of our projects and the women who create and participate in them.

We collaborate with new and existing theatre partners to co-produce outstanding and courageous theatre on a national scale amplifying the stories and voices of women, engaging audiences in dialogue with new narratives and foregrounding the need for systems change. Our most recent production in June 2024 was co-commissioned by Clean Break and London's International Festival of Theatre, in proud association with Brixton House; *The Trials and Passions of Unfamous Women* asked what is justice, and who has the power to decide. An immersive journey through the rituals of theatre and halls of justice devised by Brazilian theatre makers Janaina Leite, Lara Duarte and Clean Break Members and artists.

We also create digital works with *Hope* (film) and *A Proposal For Resisting Darkness* (audio drama) having been released in the past year. Both of these are available online, on our extended website. We recently completed a project through the Bloomberg Philanthropies Digital Accelerator program that saw us create a knowledge Hub online connected to our website. This new resource enables us to engage digitally with our audiences and Members more effectively and reach a global audience for our digital work. [Knowledge Hub — Clean Break](#)



Members Programme

Our Members programme at our homebase in Kentish Town has a regular offer of theatre making, playwriting and life skills alongside holistic support from our trauma-informed women only building. It is vital, particularly in times of diminishing services and austerity, that a safe, trauma-informed space is maintained and invested in to continue to be a lifeline for many women. We also offer progression projects that are grown from the expressed needs and ambitions of our Members. In 2025 we will tour a new play by Gurpreet Kaur Bhatti performed by our actor trainees, an example of how our produced theatre work intersects with our Members development; and in this instance also with our research affiliations as the project was created in partnership with Birth Companions and University of Hertfordshire academics.

For more information on our programme, projects and plays: [Home — Clean Break](#)

What we value

We have core company values which guide and shape how we work:



We seek out women who share and live these values.

Our team members are passionate about social and racial justice and about improving the lives of women with lived experience of the criminal justice system. We believe strongly in the power of theatre to transform lives. We know that women's careers take many different paths for all sorts of different reasons. We support and celebrate this.

You don't need to have an arts qualification, or a university degree or college education, to work with us.



Who do we need for this role?

We are seeking an Executive Director and Joint CEO who has a background in the cultural sector (preferably theatre and performing arts), and an unswerving passion for gender equality and social justice as set out in the company's mission.

You will be an experienced senior leader in the cultural/arts sector, with a track record of producing work and an understanding of the current challenges facing the cultural sector. You may already lead an organisation or if not, you will have the ability to step up into organisational leadership through proven experience of leading senior teams and major projects, and of largescale financial leadership - setting and managing budgets and fundraising. Clean Break's current turnover is £1.3m.

You will thrive on professional challenge and be able to demonstrate the skills, understanding, emotional intelligence and confidence to take on leadership at Clean Break. As a leader you will embrace the organisation's values, and will work collaboratively with Anna (Joint CEO) and Jacqueline (Deputy CEO), the Board and the wider company to achieve greater equity. We are committed to power-sharing across our organisation to enable women with lived experience, staff and artists to have voice and agency in shaping Clean Break's strategic plans. You will ideally have experience of remodeling hierarchical structures and bring ideas and energy to this radical work. You will be excited by Clean Break's ground-breaking theatre and want to play a key role in producing, disseminating and sharing our practice – our theatre, learning and expertise - across many different sectors.

We are particularly keen to attract applicants from diverse backgrounds in line with the company's commitment to equity and inclusion, and in recognition of the background of our Members and, more widely, women in the criminal justice system.

Job Description

The Executive Director has lead responsibility for business leadership, administration, and operations in collaboration with the administrative team, delegating project leadership across areas of operations.

As Joint Chief Executive Officer (CEO) with the Artistic Director, the post shares responsibility for the overall leadership of the charity including executive decision making and supporting Governance processes to provide shared leadership to the organisation. The CEOs set the strategic direction for the company in collaboration with the trustees, with the Executive Director leading on the business functions. The Head of Participation is the Deputy CEO and actively participates in and contributes to strategic leadership.

Here are the Executive Director and Joint CEO's responsibilities in more detail.

Joint Chief Executive Officer

- Ensure that the company has a clear voice, leading through theatre, and is at the centre of conversations about women, crime and justice.
- Deliver a viable business strategy through a diverse portfolio of fundraised and earned income for core costs, future projects and capital investment.
- Ensure that the balance between Clean Break's artistic plans and financial viability is understood and maintained.
- Ensure the company develops a strong audience and participant base.
- Work closely with the Board and Co-Chairs to lead on and enable good governance, so the trustees are supported to make considered decisions.

- Represent the organisation, maintain and build positive and productive partnerships externally with stakeholders and supporters seeking new opportunities where possible.
- Make the company's work widely available and accessible, and ensure that opportunities for artists, audiences and participants are maximised.
- Play an active role in developing and maintaining the shared leadership model, providing perspective and experience to collective and collaborative decision making; with joint responsibility for the Chief Executive function held with the Artistic Director and delegating to the Deputy CEO role.
- Lead in delivering Clean Break's values to create a collaborative, welcoming and inclusive environment.

Senior Management

- Lead the development, delivery, and evaluation of the company's Strategic Plan and annual programme of work including cross-cutting organisational priorities like anti-racism and equity, trauma-informed practice, climate justice, and wellbeing; also ensuring that there is active contribution from across the company and community.
- Role-model and contribute to the development and maintenance of positive, healthy company culture and the policies and practices that support it.
- Be responsible for the line management, development, and care of: Head of Development & Communications and Head of Finance & Operations, both Producers and the Administrator. Manage freelance artists, third party contractors, other employees and volunteers as required.
- Keep up to date on all legislation and sector changes that could impact the company operationally or administratively, maintaining networks with senior staff in charities and cultural organisations.

Business Leadership

- Lead the business development strategy, including financial, building and operational matters, working collaboratively with lead staff ensuring cohesion with the Strategic plan.
- Working with the Artistic Director and Producers, establish strong co-producing relationships for productions. Act as senior Producer for all productions.
- Build the company's long-term resilience through robust and responsive financial strategy, resource management, and organisational design.
- Hold ultimate responsibility for the company's financial strategy; oversee controls and procedures which the Head of Finance & Operations leads on and have oversight and actively support the delivery of the development strategy which the Head of Development and Communications leads on.
- Lead on all recruitment and human resource needs for the company, supported by the Administrator and in partnership with SafeHR consultancy.
- Oversee impact measurement, ensure that monitoring and evaluation is robust and relates to the frameworks to measure impact against our Theory of Change and the reporting needs to stakeholders; build a strong data culture with appropriate infrastructure and processes.
- Support the Development team in their applications for funding and the subsequent reporting, meeting stakeholders as required.
- Support the Business team in their earned income activities, boosting commercial opportunities where possible.
- Manage budget areas effectively and in a timely fashion, supporting your team to do the same, and liaise appropriately with the finance team to ensure financial procedures are being followed.

Culture & Values

We ask all staff to contribute positively to the company culture by:

- Participating in our actions to improve equity and inclusion for all women, particularly in relation to delivering on our anti-racism action plan and on our commitment to include our Members more fully in the life of the company.
- Upholding and celebrating the company's values of compassion, collaboration, creativity, courage and equity.
- Demonstrating and encouraging excellent communication with colleagues.
- Engaging positively with team development initiatives, wellbeing and social activities.
- Attending and championing events, activities and productions produced by Clean Break.
- Getting involved with the recruitment and welcome of new colleagues, volunteers and trustees.

Other

- Think and work sustainably and contribute to our climate justice actions.
- Maintain confidentiality and adhere to Clean Break codes of practice and policies.
- Carry out other duties as reasonably required.



Person Specification

This is the section you will refer to the most during the recruitment process. Below, we have listed the specific skills, knowledge and experience we are looking for.

1. Producing:

Experience of producing theatre/performance and negotiating robust partnerships for small/mid-scale theatre in venues and touring non-traditional spaces.

2. Leadership:

Experience of collaborative leadership within the cultural sector in a senior role.

3. Strategic:

Able to steer a dynamic organisation within a changing external landscape sustainably.

4. Power and privilege:

Commitment to and experience of working towards anti-racism practices, and a good understanding of the dynamics of power and privilege in cultural organisations and in making artistic work.



5. Communication:

A friendly, professional, and persuasive communicator, able to communicate well with a wide range of people in writing and in person. Comfortable acting as a company spokesperson.

6. Relationships:

Able to interact with a range of key stakeholders both externally and internally, working concurrently and collaboratively with colleagues as well as sensitively with our Members and their stories.

7. Social justice:

Able to evidence a strong commitment to positive social change, particularly for women including those impacted by their experience of the criminal justice system or risk of contact with it.

8. Finance:

Strong financial literacy and leadership experience, preferably within a charity and/or arts organisation with audit and reporting.

9. Resource:

Able to support and inspire teams to generate income and resource to support the aims of the charity through sales or fundraising means.

10. People:

Experience and understanding of people management in a charity, and how to maintain and grow good company culture.

Contract Terms & Benefits

Job Title	Executive Director and Joint CEO
Reports to	Board of Trustees
Responsible for	Head of Development & Communications, Head of Finance & Operations, 2x Producers, and Administrator
Contract type	Full time permanent employment
Working hours	35 hours a week Monday to Friday, 7 hours a day excluding lunch breaks. Core office hours are 10am-4.30pm, with start and finish time flexible around these core hours. Some evening work will be necessary, for example attending board meetings or events. Any overtime to be agreed in advance and compensated through time off in lieu (TOIL).
Rate of pay	£58,372 per annum
Probation period	6 months (as for all permanent positions)
Notice period after probation	12 weeks
Annual leave allowance	25 days plus 3 days for our Christmas closure period; plus public holidays

Location and flexible working	Hybrid: combining office based in Kentish Town North London with some home working and some London-wide and occasional national travel. We ask that staff commit to working in the offices a minimum of 2 days per week. We are open to discussing various ways of working flexibly.
Physical access	The cobbled street outside our building is uneven with parked cars; care is therefore needed when accessing the building by wheelchair or with other physical aids. The building itself has been designed to be wheelchair accessible throughout and all spaces can be accessed step-free.
Pension scheme	Scottish Widows pension scheme: for eligible staff, Clean Break will contribute 3.5% of your salary when you contribute at least 5% of your salary (taxed at source: 4% is deducted from staff pay, with the remaining 1% claimed from HMRC by Scottish Widows and added on the staff member's behalf)
Other benefits	Employee Assistance Programme, training budget, cycle to work scheme, social moments, wellbeing activities
Pre-work checks	Two satisfactory references; Evidence of right to work in the UK; Basic Level DBS check - see next page

Disclosure and Barring Service checks

This role involves access to financial data and systems and working in a building where the safety of everyone on site is essential. For these reasons, we will request a Basic Level Check from the Disclosure & Barring Service (DBS) after any conditional offer of employment.

A Basic Level Check will only show convictions and/or conditional cautions that are not 'spent'. For more information on how long it takes for convictions and conditional cautions to become 'spent', please refer to [Nacro's guidance on the Rehabilitation of Offenders Act](#). You might want to make use of [Unlock's Disclosure Calculator](#), to find out if a criminal record needs to be disclosed in this instance. A criminal record, in itself, will not prevent someone from being appointed to this job.

Further detail from our policies on Equality & Diversity and Criminal Records Disclosure are provided alongside this Pack as separate documents.



How to apply for this role

To apply for this role, you will need to complete an [online application form](#) and upload your CV on our application portal SafeHR.

We also ask all applicants to complete an [equal opportunity monitoring form](#). our answers really help us understand how we are doing in attracting a broad range of candidates. Every question has a 'prefer not to say' option. These monitoring forms are anonymous and cannot be linked in any way to your application. There is a link to the monitoring form in the application form.

In the application form, you will be asked whether you would like your application to be considered under our positive action policy – if you wish to be invited for interview based on our minimum criteria, in line with our policy, this is where you should let us know.

You will receive an automated email from SafeHR confirming receipt of your application.



Next Steps and minimum criteria

Our shortlisting panel will select the applicants they would like to meet for interview. They will focus on applicants who have met the following minimum criteria:

- Submitted a complete application, before the deadline
- Provided relevant information on their work history and training & qualifications without significant unexplained gaps
- Scored 'met' for all criteria tested in the application form

The panel will first allocate interview slots to candidates who meet the minimum criteria and have asked us to apply our positive action policy.

The remaining interview slots will be allocated to candidates who have scored most strongly across the questions in the application form. This will mean scoring at least 'met' on each criteria tested and will most likely mean scoring 'strongly met' in some areas.

All applicants will be contacted by end of Friday 1 November whether they have been shortlisted or not.

We always share the names of the interview panellists and the format of the interview in advance. If you have access needs, we will meet them.

Feedback

All applicants who attend an interview will be offered individual feedback.

For those not selected for interview, in place of individual feedback we can provide, on request, a short summary of what we found that the strongest applications had in common, which we hope will help you with future job applications.

Key Dates 2024

Application Deadline	Monday 28 October, 12pm midday
Shortlisting Complete	Friday 1 November
Interview first round	Monday 11 November
Interview second round	Monday 18 November
Start Date	February 2025

Thank you again for reading this pack, and we hope to hear from you.

Registered charity number 1017560
Company number 2690758

