

**CLEAN
BREAK**

**Development Co-ordinator
(maternity cover)
Recruitment Pack**



Welcome!

Thank you very much for your interest in the role of Development Co-ordinator (maternity cover) at Clean Break.

This is a full time, fixed term (10-month) position, paying £27,000 per year (pro rata).

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 (exception 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 6 January 2025.

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-only theatre company making transformative theatre in prisons, in the community, and on stage. We were founded in 1979 by two women in prison who believed in the power of theatre to change lives and tell the stories of women in the criminal justice system.

Our vision is of a society where women can realise their full potential, free from criminalisation.

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 exception allowed within the Equalities Act to employ only women in our organisation (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 discrimination 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.

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 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. 4

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're looking for a friendly, positive and diligent candidate, who has an eye for detail and enjoys working as part of a close-knit team as well as with colleagues across the organisation.

You'll have good communication skills both written and verbal and be capable of holding relationships with a range of stakeholders. You'll have great organisational skills that help you manage competing priorities and to keep on top of research and systems.

You don't need experience in fundraising, or in an arts organisation, to do this role; you might equally use the application to show you have the transferable skills to fulfil the responsibilities. The role is broad, and as such will be a great introduction to working in a fundraising team.



Job Description

Here are the Development Co-ordinator's responsibilities in more detail.

Administration

- Support the day-to-day administration of the Development & Communications team, acting as the first point of contact for queries and communication.
- Administer and manage a stewardship calendar for the team, working with them to devise and deliver appropriate email and telephone correspondence, regular updates and annual reporting.
- Send monthly Friends renewal reminders and emails to acknowledge donations and welcome new joiners.
- Log new grant and partner reporting requirements and conditions, including accreditation and maintain the reporting schedule, to include updating and tracking deadlines to support the team in ensuring compliance with funding and partnership agreements.
- Undertake research on current and prospective supporters.
- Support the team with print and online communication.
- Support the team with proposal and report prep, including collating data and images from the relevant teams.
- Co-ordinate Development Committee meetings to include circulating the agenda and taking minutes.

Database & Digital

- Maintain Clean Break's CRM database, working with the team to add, amend and record all contacts, income, actions and plans, ensuring data cleanliness across the system at all times.
- Work with the Communications Manager to support the maintenance of company's digital profile across social media platforms and our website.

- Work with the Communications Manager to create and distribute monthly e-newsletters as well as highlight supporter profiles on our digital platforms as appropriate.
- Create designed content for our digital platforms and where appropriate, produce and design in-house posters and freesheets and other publicity as required whilst supporting colleagues to ensure that company profile is strong at events, including organising publicity, displays and banners.
- Gather relevant digital data including web analytics and social media engagement insights to support with reporting.

Events

- Support the team to identify opportunities for our supporters and prospects to attend Clean Break's performances, activities and events in a seasonal programme.
- Co-ordinate the delivery of all event logistics including compiling guestlists, sending invitations and logging RSVPs, as well as preparing and circulating pre and post event notes.
- Liaise with partners and venues to organise tickets, catering and programmes as appropriate.
- Ensure that all event information and follow up actions are logged on Clean Break's CRM database.

Finance

- Ensure that all income due from individuals, funders and partners is received on schedule, processed and acknowledged appropriately.
- Process gifts and run monthly reports to update records (i.e., on CAF and Just Giving), including maintaining clear, accurate and compliant records for gift aid claims.
- Maintain effective records and administrative systems to support the team, and to ensure that the Finance Team have accurate, timely information.
- Ensure compliance with funding agreements, Data Protection legislation and Fundraising Code of Practice.

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. Administration:

Proven track record of maintaining administrative and data systems.

2. Communication:

A clear and compelling communicator (both written and verbal).

3. Relationships:

The ability to build positive, productive relationships with a variety of different stakeholders both externally and internally.

4. Collaborative:

A team player who has the ability to be flexible and responsive.

5. Organisation:

Highly organised, with an ability to use initiative and demonstrate self-motivation to organise own work and time effectively.



6. Accuracy:

Detail orientated, able to maintain accurate, relevant financial data in spreadsheets and to work carefully with the team to keep our systems up to date and to ensure consistency.

7. IT/Digital:

High level of MS Word and Excel competency, and CRM/database experience. Ideally also experience of social media platforms and design packages i.e. Canva.

8. Events:

Experience/understanding of events planning and logistics.

9. Research:

Organised and proficient at research and presenting information and data.



Contract Terms & Benefits

Job Title	Development Co-ordinator
Reports to	Head of Development & Communications
Contract type	Fixed term, 10-month contract (maternity cover)
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 events. Any overtime to be agreed in advance and compensated through time off in lieu (TOIL).
Rate of pay	£27,000 a year pro rata (£2,250 a month before taxes and other payroll deductions)
Probation period	3 months
Notice period after probation	6 weeks
Annual leave allowance	25 days; plus public holidays

Location and flexible working	Hybrid: Mostly office based in Kentish Town North London with some home working. We ask that staff commit to working in the offices a minimum of 2 days per week.
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 Wednesday 8 January to let them know whether they have been shortlisted or not.

We always share the names of the interview panelists 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 2025

Application Deadline	Monday 6 January, 12pm midday
Shortlisting Complete	End of Wednesday 8 January
Interviews	Wednesday 15 or Thursday 16 January
Ideal Start Date	As soon as possible

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

Registered charity number 1017560
Company number 2690758



Supported using public funding by
ARTS COUNCIL ENGLAND

