CLE/\N BRE\\K

Communications Volunteer (women only)

Organisation	Clean Break Theatre Company
Name	
Organisation	Clean Break provides theatre and writing based opportunities,
Overview	including workshops from our studios in Kentish Town NW5 for
	women who have experience of the criminal justice system, or who
	are risk of entering it.
	We work in a trauma-informed, women-only environment, creating
	opportunities for women to develop personal, social, artistic and professional skills.
	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).
Directions	Buses: 46, 88, 134, 214, 393
	Tube: Camden Town (northern line)
	Train: Kentish Town
	Overground: Kentish Town West
Role Title	Communications Volunteer
Responsible to	Communications Manager
Purpose/summary	Clean Break's Communications team are looking for a volunteer to
of role	support the upkeep of their social media channels and website.
	You will be working with our Communications Manger to plan, write,
	design and schedule social media and website content. We use our
	digital platforms to:
	 Promote our artistic work and training opportunities
	Spread the word about our Members programme
	 Support and comment on campaigns which support women
	who are criminalised
	Fundraise
	Advertise recruitment
	Raise the profile of Clean Break
	The tools and platforms we use are:
	Hootsuite
	Microsoft Office 356 (including Planner)
	Canva Adaba
	Adobe
	• X
	Facebook
	Instagram
	• Linkedin
	 Django (website CMS)

Description of tasks Drafting copy Simple design for social media graphics Scheduling and posting social media content Video editing (optional) Opportunities to support project-based work Time Commitment We are looking for someone to be able to support us for between 4 – 7 hours a week. Skills and Qualifications No qualifications needed Skills: Confident writing in English A good eye for design Ability to take initiative Understanding of the importance of organisational reputation Knowledge and interest in either theatre, the arts, women's sector or supporting people with experience of the criminal justice system Disabled access Yes. Travel and Lunch Recruitment CV, informal discussion reference, trial period, DBS Basic The post is open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1) Contact Samantha McNeil - Volunteer Manager information 2 Patshull Road Kentish Town London Kentish Town NW5 2LB Tel: 07940527869 Email: volunteering@cleanbreak.org.uk		You don't need experience in using all these tools, just a willingness to
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