

**CLEAN
BREAK**

**Development Manager
Recruitment Pack**



Welcome!

Thank you very much for your interest in the role of Development Manager at Clean Break.

This is a full time, permanent position, paying £31,000 - £35,000 a year, dependent on experience.

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 9 September 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-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 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.

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: first interview stage

We have specific positive action in place for our first interview stage. 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 a first 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.

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?

This role is one of two Development Managers who share responsibility for raising funds from trusts and foundations, and each also manage a discrete other area of fundraising. This role leads on individual giving, while the other focuses on corporate giving relationships.

We are looking for a personable and intuitive candidate who loves making connections. You'll have great written and verbal communication skills, combining your desk-based work with meetings and events that bring Clean Break's work to life.

You'll be confident in adapting information for a variety of different audiences, creating high-quality, persuasive proposals and compelling cases for support, clearly demonstrating the life-changing impact of our work.

You'll have an eye for detail, strong financial acumen and a strategic approach to fundraising: considering a variety of approaches and identifying new opportunities. You'll be someone who loves crafting new initiatives and campaigns but who also understands the importance of excellent database management and well-informed research.

You'll enjoy working closely within a small, friendly team, and in collaborating with colleagues across the organisation.

Fundraising at Clean Break

Grants, sponsorship and donation income is essential to Clean Break. With total annual income of around £1.1-£1.4 million, fundraising normally accounts for more than 80%. In our last financial year, income from trust and foundations funding was c. £700,000 and donations through individual giving, including gift aid, were close to £150,000 and we hope to increase this in the coming years.

Led by the Head of Development & Communications, our four-strong Development team takes responsibility for the annual fundraising target. The Development Managers work closely with the Head of Development & Communications to develop and implement creative and ambitious strategies to grow Clean Break's fundraised income.

Our impact is focused on the women we work with, the theatre industry and its audiences. Clean Break's Members - women caught up in the criminal justice system or at risk of entering it - are at the heart of this impact. We invest in and nurture their voices, experience, expertise and aspirations. All our work improves the confidence, resilience and wellbeing of Members on-site, women in prisons and in the community. We create professional pathways for some of them as women are often marginalised in the creative industries. And we seek to support women through all of our work.

As a nationally significant touring theatre company, we co-create and co-produce to develop bold, explosive and provocative work that connects audiences and our supporters with the hidden stories of women and criminal justice.



Job Description

Here are the Development Manager's responsibilities in more detail.

Individuals

- Manage the relationships with all existing individual supporters, nurturing relationships and providing high quality donor management through regular communications, engagement and events.
- Manage a Friends Membership Programme; a tiered giving scheme which allows donors to support at different levels; create renewal strategies for donors and build a pipeline of new individual prospects and supporters through research, identification, cultivation and liaising with Clean Break's Development Committee.
- Create, implement, and manage online fundraising campaigns such as event challenges, radio appeals and The Big Give.
- Develop a legacy giving strategy, stewarding pledgers and managing legacies received.
- Work with the Head of Development & Communications in developing new individual fundraising schemes and initiatives to support specific areas of Clean Break's work, for example around syndicates, capital, endowment and international fundraising.
- Support the Head of Development & Communications, executive and senior colleagues, and senior volunteers with major donor prospecting, solicitation and stewardship.

Trusts and Foundations (shared responsibilities)

- In collaboration with the Head of Development & Communications and alongside the (other) Development Manager, plan and implement an effective revenue fundraising strategy from trusts and foundations.
- Manage and grow an existing portfolio of funders, developing relationships and building a robust funding pipeline.

- Create high quality, compelling and tailored funding proposals, working with colleagues to develop budgets and ensure deadlines are met.
- Write evaluation reports that clearly articulate outcomes and impact, working with colleagues to ensure appropriate data and evidence is collected and communicated.
- Support the Head of Development & Communications in reporting to our statutory funders.
- Build strong and productive relationships through effective engagement, including invitations to events, organising visits and update meetings, ensuring appropriate accreditation, and meeting reporting deadlines.
- Contribute to creating a programme of supporter events – both live and digital - delivering a high-quality experience to guests and creating opportunities for cultivation, engagement and stewardship. Project manage these events as appropriate to your portfolio and oversee branding as required.
- With the support of the Development Co-ordinator, undertake research, sharing key information and opportunities, and supporting relevant staff and senior volunteers involved in the process as appropriate.

Finance and compliance

- Maintain up-to-date records of applications and projected income, strategically considering risk, in order to contribute to planning, forecasting and cashflow.
- Maintain effective records and systems for grant and partnership management, finance and compliance to support the annual audit.
- Work with colleagues to create project and organisational budgets for funders and ensure that those delivering projects are aware of funding obligations.
- Maintain clear communication with Finance Department in receipt of grants, to ensure timely payment, and accurate allocation and use of restricted funds.
- With the support of the Development Co-ordinator, accurately record information on Clean Break's CRM database, maintaining comprehensive records of all correspondence, income and actions.
- 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 equality 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: compassion, collaboration, creativity, courage, and equity;
- demonstrating and encouraging excellent communication with colleagues;
- engaging positively with team development initiatives, wellbeing and social activities;
- 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. Fundraising:

Proven track record of securing grants and individual support at the five-figure level and ability to build and influence relationships at all levels.

2. Communication:

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

3. Relationships:

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

4. Engagement:

A track record of developing and overseeing effective funder communications and engagement activity (e.g. cultivation events, managing newsletters and other communications).

Person Specification

5. Insight

An understanding of what inspires individuals and trusts and foundations to support Clean Break.

6. Finance:

Strong financial literacy and good understanding of project and organisational budgets; able to communicate financial detail and narrative with ease.

7. IT & Data:

High level of MS Word and Excel competency, and proficient at CRM database management and report generation.

8. Digital:

Experience of navigating funding portals and managing successful online fundraising campaigns.

9. Compliance:

Understanding of the principles of monitoring and evaluation, and impact measurement, and able to carefully manage grant compliance and fulfilment.

10. Core skills:

organised and proficient at research; able to maintain accurate, relevant financial data in spreadsheets.



Contract Terms & Benefits

Job Title	Development Manager
Reports to	Head of Development & Communications
Contract type	Full time permanent employment
Rate of pay	£31,000 - £35,000 per annum, dependent on experience
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).
Probation period	6 months (as for all permanent positions)
Notice period after probation	8 weeks
Annual leave allowance	25 days plus 3 days for our Christmas closure period; plus public holidays
Location & 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 staff to commit to a minimum of 2 days per week in the office.

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 net salary
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 below.

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 opportunities monitoring form. Your 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 13 September 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 2024

Application Deadline	Monday 9 September, 12pm midday
Shortlisting Complete	Friday 13 September
Interview first round	Tuesday 17 September
Interview second round	Tuesday 24 September
Ideal start date	As soon as possible

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

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