

Female Research Volunteer

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| Organisation Name | Clean Break Theatre Company |
| Organisation Overview | Clean Break provides Theatre and writing based opportunities, including workshops from our studios in Kentish Town NW5 for women who have been through the Criminal Justice System or women at risk of offending with drug/alcohol and/or mental health needs. We work in a safe, women-only environment, creating opportunities for women to develop personal, social, artistic and professional skills. |
| Directions | Buses: 46, 88, 134, 214, 393  Tube: Kentish Town (northern line)  Overground: Kentish Town West |
| Role Title | Female Heritage Project Volunteer |
| Responsible to | Volunteer Coordinator and Heritage Project Manager |
| Purpose/summary of role | We are currently recruiting for female volunteers to assist on Clean Break’s 40th anniversary heritage project, which includes setting up an archive of the company’s work, collecting oral histories, creating a digital timeline and exhibitions exploring the history of Clean Break. |
| Description of tasks | There are a variety of opportunities available, including sorting through archival materials relating to the company’s artistic, educational and organisational history, collecting oral histories with current and former staff, artists and members, and supporting with staging Clean Break’s exhibition in Autumn 2020. This will be supported by trained staff and skills development. |
| Time Commitment | Flexible, part-time between 2019-2020  Days flexible – typically 0.5-1 days per week |
| Skills and Qualifications | Experience in administration  Archive and exhibition experience welcome but not essential  Researching  Analysing information  Enjoy working as part of a team  Ability to work on own initiative  Friendly manner, welcoming and efficient  Enthusiasm, patience and respect for others  Good communication skills  Good IT skills including Word, Outlook Express and Excel (if necessary)  An understanding of the importance of confidentially and maintaining boundaries  Working in compliance with policies and procedures |
| Disabled access | Yes. Wheelchair accessible |
| Training and Induction | Yes. You will be given an induction training into the various aspect of the work. |
| Expenses | Yes. Travel expenses covered |
| Recruitment Method | CV, informal interview, reference trial period, DBS  The post is open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1)  We are committed to inclusion and equal opportunities in the workplace and we actively encourage applicants from all backgrounds, of different ages, social and economic backgrounds, religions and sexual orientations, and from people with and without disabilities.  Applicants who are currently underrepresented in our company, who meet the specification, will be guaranteed an interview. Please do contact us to discuss any access requirements or support need you may have. |
| Contact information | Samantha McNeil- Volunteer Coordinator  2 Patshull Road  Kentish Town  London  NW5 2LB  Tel: 020 7 482 8621  Email: [Samantha.mcneil@cleanbreak.org.uk](mailto:Samantha.mcneil@cleanbreak.org.uk)  Web: www.cleanbreak.org.uk |