

**Female Building and Admin Volunteer**

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| **Organisation Name** | Clean Break Theatre Company |
| **Organisation Overview** | Clean Break uses theatre to keep the subject of women in prison on the cultural radar, helping to reveal the damage caused by the failures of the criminal justice system. Through our unique repertory of new plays and our members programmes, we raise difficult questions, inspire debate, and help to effect profound and positive change in the lives of women with experience of the criminal justice system. |
| **Directions** | Buses: C2, 46, 134, 214, 393Tube: Kentish Town (northern line)Overground: Kentish Town West |
| **Role Title**  | Female Building and Admin Volunteer |
| **Responsible to** | Building and Administration Manager  |
| **Purpose/summary of role** | We are currently looking for a female volunteer to support on building base projects |
| **Description of tasks** | Current focus on time line of building renovationsVarity of different tasksProject managementResearchRelationship building with external organisation Practical workBasic DIYSetting up roomsFurniture buildingTidying up Front of House- answering intercom, taking messages ( in person or via phone)Additional admin support for the Building Manager and Administrator |
| **Time Commitment** | Flexible, part-timeWednesday/Thursday/Friday10-4pm |
| **Skills and Qualifications** | Must have some experience in administrationEnjoy working as part of a teamReasonably fitWilling to work out of doors in all weather conditions |
| **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 and Lunch |
| **Recruitment Method** | CV, Interview, reference trial period, DBSThe 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. Perspective volunteers 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 Coordinator2 Patshull RoadKentish TownLondonNW5 2LBTel: 020 7 482 8600Email: general@cleanbreak.org.ukWeb: www.cleanbreak.org.uk |