

**Female Software and Systems 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: C2, 46, 134, 214, 393Tube: Kentish Town (northern line)Overground: Kentish Town West |
| Role Title  | Female Software and Systems Volunteer |
| Responsible to | Head of Finance/ Finance Manager  |
| Purpose/summary of role | We are currently looking for a female volunteer to do research on this one-off project |
| Description of tasks | Research and recommend innovative software and automated approaches for use within HR, Finance, Sales and Project Management.Identify simple software to accessSeek out low cost systemsHelp to improve existing systems to increase productivity Create and maintain software documentationSetting up systemsProviding some training to staff Data entry |
| Time Commitment | Flexible, part-time3-6monthsOne off project |
| Skills and Qualifications | Must have experience in administration and I.TEnjoy working as part of a teamResearchAn excellent understanding on software and systems  |
| 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: Samantha.mcneil@cleanbreak.org.uk Web: www.cleanbreak.org.uk |