

**Female Software and Systems Volunteer**

|  |  |
| --- | --- |
| 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, 393  Tube: 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 access  Seek out low cost systems  Help to improve existing systems to increase productivity  Create and maintain software documentation  Setting up systems  Providing some training to staff  Data entry |
| Time Commitment | Flexible, part-time  3-6months  One off project |
| Skills and Qualifications | Must have experience in administration and I.T  Enjoy working as part of a team  Research  An 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, 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.  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 Coordinator  2 Patshull Road  Kentish Town  London  NW5 2LB  Tel: 020 7 482 8600  Email: [Samantha.mcneil@cleanbreak.org.uk](mailto:Samantha.mcneil@cleanbreak.org.uk)  Web: www.cleanbreak.org.uk |