

**CLEAN
BREAK**

**Treasurer & Trustee
Recruitment Pack**

Welcome!

Thank you for your interest in the voluntary position of Treasurer at Clean Break. The Treasurer plays a key role in the organisation, working closely with us as Co-Chairs, the Executive Director (Interim), the Head of Finance & Operations, and our fellow Trustees on the Board.

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 (exception under Equality Act 2010 Schedule 9, part 1).

We are keen to appoint an experienced senior finance professional who shares our interest in and commitment to social justice, women's voices and theatre. We want everyone who believes they meet the Person Specification to feel comfortable and confident in applying for this role. We hope you will be inspired by the recruitment pack and the work we do at Clean Break www.cleanbreak.org.uk.

The recruitment pack includes the following information:

- Role description, person specification, terms (1-14)
- Further information (15-20)

Our current Directors' Report can be found on [our website here](#).

Please advise us (recruitment@cleanbreak.org.uk) if you require copy in large print or an alternative format.

The deadline for submitting applications for this role is 12pm Monday 24 November.

If you would like to apply, please send your CV with a covering letter (suggested length two sides of A4) addressing the key criteria on the person specification. This needs to reach us by 12pm on Monday 24 November and should be sent to recruitment@cleanbreak.org.uk. Interviews will be held on Thursday 4 or Friday 5 December and we will notify you by Monday 1 December of the outcome of your application.

If you would like an informal discussion about the position before applying, please contact Anja Kulesa at recruitment@cleanbreak.org.uk who will arrange a time for you to have a discussion with us or with Natasha Bucknor, Interim Executive Director.

Good luck with your application and we look forward to hearing from you.

Best wishes,



Two handwritten signatures are shown. The first signature on the left is written in blue ink and is highly stylized with loops. The second signature on the right is written in black ink and is more fluid and elongated.

Josette Bushell Mingo and Sarah-Jane Dent
Co-Chair of the Board

For details of our current trustees, please visit www.cleanbreak.org.uk/about/



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's 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 exception allowed within the Equalities Act to employ only women in our organisation (exception under Equality Act 2010 Schedule 9, part 1).

Trans Inclusion at Clean Break

As part of our commitment to anti-oppressive practices, Clean Break has historically operated as a trans inclusive women's service. In light of the Supreme Court ruling on the definition of 'woman' in the Equality Act 2010, we are currently reviewing our Trans Inclusion Policy. We send our solidarity to the trans and intersex communities at this challenging time.

The Clean Break community includes and welcomes non-binary people. At present, it is our understanding that the ruling does not impact some non-binary people's ability to participate in single-sex women's services. Due to the nature of our company, non-binary people who engage with us actively want to be part of a company that defines itself publicly as women-only. We understand that the decision to work in a women-only environment is a personal one and want to support individuals to be able to make an informed decision about whether Clean Break is right for them.

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.

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.



Clean Break Treasurer Role Description

Role Title	Treasurer
Key Relationships	The Treasurer works in partnership with the Co-Chairs of the Board, Executive Director/Joint CEO, Artistic Director/Joint CEO (who together with the Head of Participation/Deputy CEO, Head of Finance & Operations, Head of Development & Communications and Associate Artistic Director make up the Senior Management Team), the Finance Committee and the Board of Trustees.
Role Summary	To deliver the organisation's mission through good governance, fit for purpose financial systems and deliverable financial plans through strong partnership working with staff and trustees.
Terms	Voluntary position for a period of one term (four years) with the option of renewal for a second term.
Time commitment	4-8 hours per month
What we can offer	Contributing to the mission, making an impact Supporting strategic delivery Team work

Main Responsibilities

1. Chair the Finance Committee and provide regular reports to the Board of Trustees.
2. Collaborate with the Co-Chairs and Executive Director to ensure that the Board is empowered to fulfil its financial responsibilities in an informed and timely manner.
3. Work with the Executive Director and Head of Finance & Operations to ensure that the charity's finance and risk management systems are fit for purpose.
4. Work with the Executive Director and Head of Finance & Operations to develop and test robust financial plans and to monitor progress against the agreed plans.
5. Provide support and, where appropriate, professional development opportunities for the Head of Finance & Operations and other finance staff.



Finance

6. Budgeting and strategic financial planning

- Support the Executive with financial planning and budgeting processes in collaboration with the Board and constructively challenge where required.
- Offer alternative scenarios, as appropriate, while evaluating strategic plans as part of the risk management process, and as part of performance and reporting scenarios.
- Support the Executive to create greater transparency and accountability to improve resource allocation in line with SORP guidelines.

7. Management Reporting

- Help advise on a high standard of management accounting to report regularly to the Board, wider stakeholders and to safeguard assets.



8. Statutory Financial Reporting

- Lead Board communications with external auditors on specific issues in the auditing process and related Board representations.
- Guide and advise fellow trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.

9. Reserves Policy

- Assist the charity in developing and implementing an appropriate reserves policy to safeguard the organisation's finances.
- Support the Executive Director and Head of Finance & Operations to develop a plan to rebuild reserves over the next three years.

10. Other financial responsibilities

- Chair Clean Break Productions Ltd and act as a Company Director (this is a trading subsidiary of Clean Break, set up for the purposes of claiming theatre tax relief on our theatre productions)
- Work in partnership, on a regular basis, with the Head of Finance & Operations, Executive Director and Co-Chairs of the Board
- Maintain an active interest in and oversight of fundraised and earned income. Engage the Head of Development and Communications in development reporting, analysis and planning at the Finance Committees.
- Act as a second authorisation for large electronic payments and applications to funders.

General Treasurer/Trustee responsibilities

11. Carry out governance responsibilities with fellow trustees (see more detail at the end of this pack) in accordance with our company values and the Board/Senior Management Team Compact.
12. Attend annual AGM, Quarterly Finance Committee meetings per year, and Quarterly Board meetings, plus the annual Away Day.
13. Introduce and share contacts, ideas and networks to further the mission.
14. Attend company events and performances.



Person Specification

Essential

- Recognised accounting qualification
- Experience of working with or for charities
- Proven ability to communicate and present financial information to members of the Board and other stakeholders such as funders
- Analytical and evaluation skills, demonstrable good judgement
- Understanding of the legal duties, responsibilities and liabilities of trusteeship
- Senior level managerial and leadership experience
- Good communication and leadership skills
- Interest in contemporary theatre and new writing
- Interest in the criminal justice system and the experience of women within this
- Commitment to the charity's mission and values and willingness to act as ambassador to stakeholders

Desirable

- Knowledge of charity SORP
- Previous experience as a charity trustee
- Previous experience as a company director
- Skills in, and experience, of strategic planning
- Knowledge of the cultural sector

Terms

- 1 term of four years with the option to renew for a second year
- Voluntary/unpaid (reasonable travel expenses will be reimbursed)
- Quarterly Finance Committee meetings per year
- Annual AGM meeting (usually coinciding with a Board meeting)
- Quarterly Board meetings per year, plus an annual Away Day
- Meetings are usually held in the evenings from 5pm at Clean Break, 2 Patshull Road, NW5 2LB and online
- Attendance at company events

Eligibility checks

- The post is open to women only (exception under the Equality Act 2010 Schedule 9, part 1)
- The post is subject to a Right to Work check in line with all of Clean Break's appointments, paid and voluntary
(<https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>)
- The post is subject to an enhanced DBS check in line with all of Clean Break appointments, paid and voluntary because of the work we deliver with vulnerable adults (<https://www.gov.uk/disclosure-barring-service-check/overview>) see further information on the next page.



DBS Checks

This role involves access to personal data and systems and visiting our building in Kentish Town, 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.

An Enhanced 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.

How to apply

If you would like to apply, please send your CV with a covering letter (suggested length two sides of A4) addressing the key criteria on the person specification. This needs to reach us by 12pm Monday 24 November and should be sent to recruitment@cleanbreak.org.uk.

Our shortlisting panel will select the applicants they would like to meet for interview. Interviews will be held on Thursday 4 or Friday 5 December and we will notify you by Monday 1 December of the outcome of your application.

We always share the names of the interview panellists and the format of the interview in advance. If you have access needs, we will meet them.

Key Dates 2025

Application Deadline	12pm on Monday 24 November
Shortlisting Complete	Monday 1 December
Interviews	Thursday 4 or Friday 5 December

Registered charity number 1017560
Company number 2690758



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**ARTS COUNCIL
ENGLAND**



Background information

Clean Break has a strong track record of delivering original theatre productions including the most recent successful tour of Scenes from Lost Mothers, which toured to universities, theatres and women's centres nationally, support in prisons and the community, and professional training and development. Our mission is to shine a light on the injustices women experience in and beyond the criminal justice system and to enable women to challenge the oppression they experience.

Our turnover is £1m+ and we own our building, a former piano factory, in Kentish Town, North London. We have strong trustee board led by Co-Chairs Josette Bushell-Mingo and Sarah-Jane Dent and an excellent staff team headed up by Anna Herrmann, Artistic Director/Joint-CEO and Natasha Bucknor, Interim Executive Director/Joint-CEO.

Whilst this has been a period of great achievement, we are also experiencing significant organisational change and challenge. Income targets remain high and are becoming increasingly difficult to achieve in a climate of underfunding and with a competitive funding landscape. Like many peer organisations in the cultural sector, income levels have not fully recovered following the Covid pandemic. This, alongside the cost-of-living crisis, has resulted in reserves being below the minimum level agreed by the Board of Trustees. To meet this challenge, we are in the process of a Business Model Review. This work is led by the Joint CEO's with the support of a pro bono Consultant (grant from the Triangle Trust), to ensure that we remain sustainable for the future. This work will be completed in January 2026. This is the right moment for Clean Break to reinstate the role of Treasurer, to support the organisation we transition to the next phase of our development.

Please see the [Directors' Report](#) for a financial and organisational review of 2024/2025.

Finance Committee

Purpose

The Finance Committee will recommend finance policy to the Trustees and ensure that existing finance policy is implemented. The audit function of this committee is to consider the adequacy of risk management, internal controls and corporate governance.

Activities

In general terms, the Committee is responsible for advising on financial operations and controls including recommending the annual budget and business plan, monitoring the production of management accounts, the approval of operational financial systems, Treasury Management controls and policy, and considering the adequacy of risk management, internal control and corporate governance.

Membership

Two to three board members with financial/commercial experience and the Executive Director and Head of Finance & Operations. The quorum shall be one trustee and either the Executive Director or the Head of Finance & Operations.

Specific responsibilities are:

- To review and recommend the annual budget and business plan for approval by the Trustees.
- To ensure that the Board receives regular financial reports
- To ensure that accounting procedures are in accordance with company and charity accounting rules and best practice and that they are efficiently operated and kept up to date.
- To ensure that Clean Break has a written description of its financial systems and procedures, which is kept up to date.
- To receive and review audit reports and to agree on the resulting management letter. Ensure that the management letter recommendations are implemented.
- To review compliance with all UK corporate and charity law.
- To ensure that a register of the interests of Trustees and the Executive Team is kept and regularly updated.
- To ensure that any amendment to existing financial policy is approved by the Trustees
- To ensure that the risk assessment and corporate governance processes are in line with best practice.
- To review the annual accounts of the organisation

The Committee shall have access to all information it considers necessary from members of staff and management and shall have the right to consult with auditors directly should it so wish.

Accountability

The minutes of the Committee will be circulated to the Board. No decisions will be taken by the Committee without express authorisation from the Board.

Board and Senior Team Working Together Guidelines

A strong and healthy working relationship between the Board and the Senior Team is essential for the company's effective performance and impact. We aim to work together in a way which embodies our organisational values of collaboration, compassion, courage, creativity and equity and fairness. The spirit of the relationship and its key principles are summarised as follows:

Trust – we will build a climate of trust, understanding that we all bring our best intentions, and are guided by a shared vision & mission. Trust enables constructive and open discussion and empowers everyone to fulfil their respective roles to the very best of their ability.

Respect – we will show respect and listen to each other deeply, making space for each other, and knowing that everyone deserves to be heard. We see our diversity as a source of strength and seek to understand differing points of view, while recognising the value of building towards a broad consensus wherever possible.

Courageous Conversations – we will bring complex and sometimes challenging discussions to the table for the shared aim of organisational growth and improved impact. We do not shy away from tough conversations and will hold ourselves to account with kindness. We are unapologetic in our commitment to anti-racism requiring us to 'call in' behaviour. We are able to sit in discomfort. With trust and mutual respect in place, these conversations have the potential to be opportunities for learning and development.

Focus – we will use our time together efficiently, maintaining focus on our mission and on using our resources well. The Co-Chairs and the Chief Executives will structure board agendas accordingly and all trustees commit to engaging strategically whilst delegating detailed scrutiny to the Board's subcommittees where appropriate.

Communication – we will communicate openly and without judgement – aiming to say what we mean with clarity and kindness. We will pay attention to the quieter voices. The senior team will prepare information that is pitched at the right level to support Trustees fulfil their duties, and Trustees will be clear in stating their needs. Any issues will be raised in a transparent way, either at Board meetings or in advance with the Executive Director or/and Co-Chairs.

Commitment – Trustees will do their best to attend all Board meetings, become champions for different areas of work and sign up to working groups and sub-committees, as appropriate. It is equally hoped that trustees commit to attend company events, introduce their networks and show support to and engage with our staff, stakeholders, funders and Members. The Senior Team commit to ensuring that Board members are given advance notice of key events, including full briefings and support when necessary.

Celebration – we will make time to celebrate the company's achievements, and to come together with the broader staff team and Members to share these successes more widely. We understand the importance of making space for joy. We will speak with pride about the work of Clean Break and acknowledge those not in the room, always remembering the journeys of our Members'.

Review – we will review how we work together across the year, led by the Co-Chairs and Chief Executives, to ensure that we are living these principles, and to give us space to reflect together, to learn and be open to change. We will address areas of concern at an early stage to strengthen Governance for the benefit of all at Clean Break.

The Role of Trustee

- Ensure that Clean Break keeps on track in fulfilling its purposes, as defined in its Articles of Association, by developing and agreeing a long-term strategy
- Ensure that Clean Break complies with its governing document (Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations
- Ensure that Clean Break applies resources (being income, the building and other staff) exclusively in pursuance of achieving the purposes listed above for the benefit of the public
- Ensure that Clean Break defines its goals and evaluates performance against agreed targets
- Safeguard the good name and values of Clean Break
- Ensure the effective and efficient administration of Clean Break, including having appropriate policies and procedures in place
- Ensure the financial stability of Clean Break
- Protect and manage the property of the charity (2 Patshull Road, NW5 2LB) and ensure the proper investment of the charity's funds
- Support the succession planning, appointment, supervision, and remuneration of the Joint CEOs

