

A photograph of three young women in a room with blue lighting and a brick wall. The woman on the left is standing and looking up. The woman in the center is sitting and holding a white laptop, also looking up. The woman on the right is sitting and looking up. They are all wearing red hoodies. The text 'CLEAN BREAK' is in the top left corner, and 'Young Company Support Worker Recruitment Pack' is in a white box at the bottom.

**CLEAN  
BREAK**

# **Young Company Support Worker Recruitment Pack**

# Welcome!

**Thank you very much for your interest in the role of Young Company Support Worker at Clean Break.**

This is a part time (14hrs), 11 months fixed term position (Sep 25 - Jul 26), paying £28,000 FTE (pro rata).

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 hope that this pack will give you plenty of information before you apply. Our website [cleanbreak.org.uk](https://cleanbreak.org.uk) will also give you lots of background on our company and our work.

We want everyone who believes they meet the Person Specification to feel comfortable and confident in applying for this role. It is our responsibility to make the application process accessible, and to give you the information you need to decide whether you are going to apply. So, if you require the pack or any further information in a different format, or have any questions before you apply, please get in touch through [recruitment@cleanbreak.org.uk](mailto:recruitment@cleanbreak.org.uk) and you'll hear back from us.

We are holding an online information session about this role on Friday 18th July from 2-3pm: [register for the Zoom call here](#). A recording of this session will be available on our website. If you'd prefer a phone chat with Sophie Connolly or Tracey Anderson from the Participation team about whether this role might be right for you, let us know by email and we'll arrange a time.

**The deadline for submitting applications for this role is 12 midday on Monday 28th July 2025.**

Thank you for reading this pack, and if you decide to apply, good luck with your application.

# 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 is a company for all women (this includes cis, intersex, and trans women) and our 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 (under Equality Act 2010 Schedule 9, part 1).

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 discrimination 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.

# Equal Opportunities

We strongly believe that your lived experience enhances what you bring to a professional setting. We want women from a broad range of backgrounds with a cross section of skills, experiences, and narratives to extend and develop how we work.

The UK's cultural workforce does not represent the diversity of our society – far from it. We know that many women face multiple barriers when looking to begin or progress a career in the arts, for all sorts of reasons. We recognise that you are even more likely to have faced barriers, in our sectors and others, if one or more of the following represent you:

- You have lived experience of the criminal justice system, this means personal (not professional) contact with probation, prison and/or the police, or that you have been at risk of entering the criminal justice system because of alcohol or drug use
- You are from the global majority [1]
- You don't have social or financial privilege, and/or you identify as working class
- You identify as D/deaf or disabled or both

and we warmly welcome your application.

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[1] a collective term that first and foremost speaks to and encourages those so-called to think of themselves as belonging to the global majority. It refers to people who are Black, Asian, Brown, dual-heritage, indigenous to the global south, and or have been racialised as 'ethnic minorities'. Globally, these groups currently represent approximately 80% of the world's population making them the global majority



## Positive action:

We have specific positive action in place for our interviews. If you have lived experience of the criminal justice system [2] or you identify as D/deaf or disabled, you can choose whether you would like us to apply our positive action policy when reviewing your application – you just need to answer yes to the question in the application portal. If you answer yes, this means that, if you have clearly shown in your application that you meet our minimum criteria, you will be invited for an interview.

We do not ask you to disclose any further details in your application, and we treat all positive action answers confidentially and sensitively. Please read our separate Criminal Records Disclosure Information for Job Applicants if you would like to know how you can disclose further details about a criminal record during the application process.



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[2] By lived experience, we mean that you have had personal (not professional) contact with probation, prison and/or the police, or that you have been at risk of entering the criminal justice system because of alcohol or drug use.

# 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.

You don't need to have an arts qualification, or a university degree or college education, to work with us.



# Who do we need for this role?

We are looking for a Support Worker for Clean Break's Young Company.

Clean Break's Young Company will launch in September 2025 and offer a programme of theatre making and personal development for young women and non-binary people with criminal justice experience or those at risk of entering it, interested in performance and theatre. The programme will be delivered on Tuesdays and Wednesdays each week from September 2025 through to July 2026 (excluding holiday periods) and culminate in a production of a new work written for the company. The support worker will work directly with the young people, meeting one to one on a weekly basis and supporting their participation in theatre and personal development workshops. The programme will have approximately 8 participants.

You will have a strong youth work background or experience in similar support roles for young women aged 18-25 years. You will demonstrate a deep understanding of trauma-informed approaches to identify and assist in meeting the varied support needs of young women and non-binary people, and have proven experience of providing specialist support for their mental health, criminal justice, drug/alcohol, financial, or emotional needs. You will have a passion for working with young people and an interest in their creative expression and the arts more generally. You will bring experience of 1:1 personal development work as well as experience of working in groups. You will have strong communication skills, be able to diffuse conflict creatively and work well as part of a team.

# What type of contract is this?

This is a fixed term part time contract, running from 1 September 2025 to 31 July 2026, working Tuesdays and Wednesdays, 7 hours a day excluding lunch breaks.

The salary is £28,000 per year FTE (pro rata). That's £933 a month before taxes and other payroll deductions.

You may need to work some additional hours' overtime, which will be compensated through Time Off In Lieu (TOIL), to be agreed in advance.

You would have 25 days of annual leave plus public holidays, plus a discretionary 3 days annual leave during our Christmas closure period (pro rata). For this role, you may be asked to take some of your leave during mid-season breaks, which usually coincide with school half terms – or any other key dates you may be required to take holiday.

This role is normally based in our building in Kentish Town, North London (offices and rehearsal studios), with some home working and some London-wide and national travel. We ask staff to commit to a minimum of 2 days per week in the office.

Further terms and benefits are outlined later in this pack.





# Job Description

Here are the Young Company Support Worker's responsibilities in more detail.

## **Tailored Support**

- Under the leadership of the Support Manager take an active role in recruitment and referrals of young women and non-binary people to the programme, and build ongoing relationships with relevant referral pathways including career guidance providers, welfare organisations, mental health, counselling and drug/alcohol services to enable us to ensure a co-ordinated service for the participants.
- Carry out assessments and assist in goal setting and well-being planning with all participants attending the Clean Break Young Company, ensuring timely reviews take place.
- As a part of the support team address any unidentified learning needs with appropriate strategies and tools.
- Work closely with the young people offering 1:1 trauma-informed support in relation to their contact with the CJS, mental health, and possible drug/alcohol concerns. Provide them with support, advice and guidance in relation to welfare, benefits and housing.
- Attend and support young people's participation in weekly creative group work and well-being sessions led by the Participation Manager.

- Work closely with the Support and Participation Managers to offer advice and guidance to participants regarding progression options.
- Co-ordinate external trips to venues such as theatre trips, accompany the Young Company (this may require evening work).

### **Admin / Finance**

- Ensure young people's records are accurate and up to date both in paperwork and electronic forms and that review meetings and actions are clearly recorded.
- Provide guidance and support to the participants about stipends, travel costs, lunch provision and childcare needs and ensure the stipends are received.

### **Young People at the Heart**

- Work closely with the rest of the team to ensure the young people have an active say in the delivery of the Young Company.

## **Culture & Values**

We ask all staff to contribute positively to the company culture by:

- Participating in our actions to improve equity and inclusion for all women, particularly in relation to delivering on our anti-racism action plan and on our commitment to include our Members [3] more fully in the life of the company.
- Upholding and celebrating the company's values of compassion, collaboration, creativity, courage and equity.
- Demonstrating and encouraging excellent communication with colleagues.
- Engaging positively with team development initiatives, wellbeing and social activities.
- Attending and championing events, activities and productions produced by Clean Break.
- Getting involved with the recruitment and welcome of new colleagues, volunteers and trustees.

## **Other**

- Think and work sustainably and contribute to our climate justice actions.
- Maintain confidentiality and adhere to Clean Break codes of practice and policies.
- Carry out other duties as reasonably required.

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[3] Our Members are women aged 18 and above who have lived experience of the criminal justice system or are at risk of entering it due to drug, alcohol or mental health issues.

# Person Specification

This is the section you will refer to the most during the recruitment process. Below, we have listed the specific skills, knowledge and experience we are looking for.

1. Able to work effectively with young women in difficult circumstances to increase their self-efficacy.
2. Able to demonstrate a commitment to anti-racist and anti-oppressive practises and beliefs.
3. Strong interpersonal skills - in order to listen, empathise, influence and build good relationships with young women.
4. Strong collaborative skills, to work in teams and with others effectively, to deliver targets in a timely manner.



5. Ability to work with challenging behaviour and diffuse conflict effectively.
6. Strong understanding of safeguarding requirements when working within an environment where sensitive and confidential issues are dealt with on a regular basis.
7. Strong written, verbal communication and organisational skills.
8. Evidence of the ability to bring flexibility to everyday organisational challenges.





# Contract Terms & Benefits

<b>Job Title</b>	Young Company Support Worker
<b>Reports to</b>	Support Manager
<b>Contract type</b>	Fixed term 11 months contract (Sept 25 - Jul 26)
<b>Working hours</b>	14 hours a week, 7 hours a day (Tue & Wed) excluding lunch breaks. Core office hours are 10am-4.30pm, with start and finish time flexible around these core hours. Some evening work might be necessary. Any overtime to be agreed in advance and compensated through time off in lieu (TOIL).
<b>Rate of pay</b>	£28,000 per annum (pro rata)
<b>Probation period</b>	3 months
<b>Notice period after probation</b>	6 weeks
<b>Annual leave allowance</b>	25 days plus public holidays (pro rata)

<b>Location and flexible working</b>	Office based in Kentish Town North London with some home working and some London-wide travel. We ask that staff commit to working in the offices a minimum of 2 days per week.
<b>Physical access</b>	The cobbled street outside our building is uneven with parked cars; care is therefore needed when accessing the building by wheelchair or with other physical aids. The building itself has been designed to be wheelchair accessible throughout and all spaces can be accessed step-free.
<b>Pension scheme</b>	Scottish Widows pension scheme: for eligible staff, Clean Break will contribute 3.5% of your salary when you contribute at least 5% of your salary (taxed at source: 4% is deducted from staff pay, with the remaining 1% claimed from HMRC by Scottish Widows and added on the staff member's behalf)
<b>Other benefits</b>	Employee Assistance Programme, training budget, cycle to work scheme, social moments, wellbeing activities
<b>Pre-work checks</b>	Two satisfactory references; Evidence of right to work in the UK; Enhanced Level DBS check - see next page

## Disclosure and Barring Service checks



This role involves working 1 to 1 with young women and vulnerable adults in receipt of health or social care services. For this reason, we will request an Enhanced Level DBS Check from the Disclosure & Barring Service (DBS) after any conditional offer of employment.

An Enhanced Level check will show cautions and convictions that are 'spent' as well as those that are 'unspent'. However, cautions are filtered after 6 years and convictions after 1 year, unless they resulted in a custodial sentence and where the offence is not on the list of specified offences. For more information on filtering, please refer to [Nacro's guidance on DBS filtering](#). A criminal record, in itself, will not prevent someone from being appointed to this job.

Further detail from our policies on Equality & Diversity and Criminal Records Disclosure are provided alongside this Pack as separate documents.

# How to apply for this role

To apply for this role, you will need to complete an [online application form](#) and upload your CV on our application portal SafeHR.

We also ask all applicants to complete an [equal opportunity monitoring form](#). our answers really help us understand how we are doing in attracting a broad range of candidates. Every question has a 'prefer not to say' option. These monitoring forms are anonymous and cannot be linked in any way to your application. There is a link to the monitoring form in the application form.

In the application form, you will be asked whether you would like your application to be considered under our positive action policy – if you wish to be invited for interview based on our minimum criteria, in line with our policy, this is where you should let us know.

You will receive an automated email from SafeHR confirming receipt of your application.



## Next Steps and minimum criteria

Our shortlisting panel will select the applicants they would like to meet for interview. They will focus on applicants who have met the following minimum criteria:

- Submitted a complete application, before the deadline.
- Provided relevant information on their work history and training & qualifications without significant unexplained gaps.
- Scored 'met' for all criteria tested in the application form.

The panel will first allocate interview slots to candidates who meet the minimum criteria and have asked us to apply our positive action policy.

The remaining interview slots will be allocated to candidates who have scored most strongly across the questions in the application form. This will mean scoring at least 'met' on each criteria tested and will most likely mean scoring 'strongly met' in some areas.

All applicants will be contacted by end of Tuesday 10 December to let them know whether they have been shortlisted or not.

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



# Feedback

All applicants who attend an interview will be offered individual feedback.

For those not selected for interview, in place of individual feedback we can provide, on request, a short summary of what we found that the strongest applications had in common, which we hope will help you with future job applications.

## Key Dates 2025

<b>Information Session</b>	Friday 18 July, 2-3pm
<b>Application Deadline</b>	Monday 28 July, 12pm midday
<b>Shortlisting Complete</b>	Thursday 31 July
<b>Interviews</b>	Thursday 7 August
<b>Start Date</b>	Monday 1 September

Thank you again for reading this pack, and we hope to hear from you.

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