

**CLEAN
BREAK**

**Trustee: Chair of the Finance Committee
Information Pack**

Welcome!

Thank you very much for your interest in Clean Break.

We hope that this pack will give you plenty of information, and encourage you to express interest in joining our Board. Our website (cleanbreak.org.uk) will also give you lots of background on our company and our work.

There is also publicly available information on what being a trustee of a charity involves here:
www.gov.uk/guidance/charity-trustee-whats-involved.

We are looking for new trustees as part of our annual recruitment cycle. As some trustees retire we need new voices to join our board; and specifically we are looking for a new Chair of the Finance Committee (also known as treasurer) currently.

We want everyone who believes they can contribute to Clean Break's board of trustees to feel welcome to apply. It is our responsibility to make the application process accessible, and to give you the information you need to decide whether you might be suitable. If you require the pack or any further information in a different format, or have any questions before you apply, please get in touch.

Send any requests or questions to Maya Ellis (maya.ellis@cleanbreak.org.uk). If you'd like an informal phone chat about this role, let Maya know by email and she'll arrange a time/call.

Please note that Clean Break will be closed from 20 December until 4 January, any queries will be answered after that date.

The deadline for submitting expressions of interest is 10am on Monday 31 January

Equal Opportunities for Women

Clean Break is a women's theatre company, founded in 1979 by two women in prison who believed in the power of theatre to transform lives.

Our vision is of a society where women can realise their full potential, free from criminalisation.

Because our work is about highlighting women's experiences and providing services to women, all of our positions are open to women only (exempt under Equality Act 2010 Schedule 9, part 1).

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

Clean Break has long sought to break down barriers to entry for women in the arts and across society: it's at the heart of our vision. But we have plenty more to do, and we are looking at new ways to strengthen our role in creating long-lasting change for women in the UK workforce, including volunteers.

We are committed to becoming an anti-racist organisation and have been working on this deeply over the past year. Our board of trustees aims to reflect the diversity of our Members, and so we are particularly interested in hearing from:

- women with personal experience of the criminal justice system (including those having spent time on remand or as sentenced prisoners, probation clients, and/or women cautioned by the police)
- Black, Asian, and ethnically diverse women
- women from lower socio-economic backgrounds
- women who identify as D/deaf or disabled

These women are underrepresented in the UK's cultural workforce, including in our charity, and we know that many face barriers when looking to join. We want to change this.

What is expected of a trustee?

A trustee is responsible for ensuring the charity delivers its mission within the resources it has by guiding and supervising the staff team.

At Clean Break, our purpose is defined in our Articles of Association (governing document) as:

- To advance education for the public benefit through the promotion of the arts with particular but not exclusive reference to imprisonment of women.
- To help rehabilitate and re-integrate women ex-prisoners and offenders by promoting and developing the creative, artistic and practical abilities of such persons.

We no longer use the terms 'ex-prisoners' or 'offenders' in our communications. Instead we speak of 'women with experience of the criminal justice system' to emphasise they are women foremost, and to reduce the stigma of their experience.

Trustees, staff and Members work together to create the strategy and plans that will deliver our mission, this is drawn together at an annual planning day, usually in September. There are 5 meetings each year, each lasting about 2 hours. Staff prepare written reports in advance of each meeting; trustees read these carefully and come to meetings prepared to ask questions, discuss, and act as a critical friend to the team to ensure that the charity is being run well and reporting on its targets.

Trustees also review and approve policies and hold the staff accountable to them. This includes policies of equality and diversity, health & safety, safeguarding, and employment.

All trustees are expected to attend company events and performances four times a year and be active ambassadors for the company. Where possible, trustees introduce Clean Break to their networks to grow our funding base and support.

What would I gain from being a trustee?

Being a trustee is not just about what you can give to a charity, but also what you can gain from the experience.

Our current trustees say that being a trustee of Clean Break has offered them:

- an opportunity to gain experience beyond what your job or life currently offer
- insight into how others work as individuals and in different sectors
- both seeing women as leaders and being a woman leader
- personal and professional growth
- being part of an innovative leadership team that is collaborative and shares responsibility
- having the opportunity to turn your lived experience of criminal justice into a positive outcome
- being able to use your skills and experience to impact others lives in a positive way

“Being a trustee of Clean Break is enormously rewarding, both professionally and personally. Clean Break’s governance and leadership approach is innovative, dynamic and often courageous, based around a deep commitment to placing Members at the heart of the organisation. The work Clean Break undertakes and the outcomes it achieves are important and are meaningful, to individual women and to our society as a whole”.

Alison Jefferis, Trustee

What sort of women join our board of trustees?

We have core company values which guide and shape how we work: compassion, collaboration, creativity, courage, change, and equity & fairness. We seek women who share and live these values.

Our trustees share a strong belief in the power of theatre to transform lives, a passion for social justice and for improving the lives of women with experience of the criminal justice system.

Being the trustee of a charity is volunteering to perform a public service. There are 7 principles that describe this commitment: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

"Clean Break take in all things practical, emotional, straightforward, complicated, the hidden, difficult parts of all of us, our relationships, connectedness, our thoughts, feelings, the world's unfairness, injustice and, through an extraordinarily creative process, they produce hope." Alison Frater, Trustee and Chair

We know that women's lives and careers take many different paths for all sorts of different reasons. We support and celebrate this. Lived experience is as valuable to us as education or work experience.

You do not need experience as a trustee to apply, we will provide support and training. You don't need to have an arts qualification, or a university degree or college education, or have achieved a particular level of work experience to volunteer as a trustee. Training and support are provided to all new and existing trustees.

Who do we need?

Every year we are look for women to join our Board for up to four years. A term is 4 years, and you can stay with Clean Break for up to 8 years as a trustee. In general, some of the skills, experience, knowledge, and qualities we look for include:

- **Anti-Racism:** be committed to engaging in the work the company undertakes in unlearning and learning to reduce harm, challenge racism and holding us accountable for achieving against the ambitions set in our action plan
- **Understanding:** an understanding of the work of the charity, in particular how theatre changes lives, and the work we do with women at risk of or with lived experience of the criminal justice system
- **Commitment:** an understanding of the importance of meetings; being committed to preparing for them adequately and attending them regularly; meetings are held 5 times annually, one being a full day for an away day
- **Participation:** actively contribute to discussions; being willing to speak your mind and being constructive about other trustees' opinions and staff members' contributions at meetings
- **Collaboration:** being able to make collective decisions with the other trustees and stand by them
- **Confidentiality:** be able to maintain confidentiality around sensitive information about the charity, its staff and/or beneficiaries
- **Advocacy:** willingness to represent the charity externally at events or online; we ask that you attend at least 3 events annually

Chair of the Finance Committee

We are specifically looking for a woman to take on the role of Chair of the Finance Committee (also known as a treasurer).

The Finance Committee oversees financial responsibility and risk management, and regularly makes recommendations on these matters to the other trustees. It meets four times annually. It is made up of the Chair of the Finance Committee and several other trustees, and staff including the Executive Director and the Head of Finance & Operations. This committee provide an additional check on the budget and management accounts in detail ahead of the Board Meetings and participate in reviewing the annual audit results of the charity.

The Chair of this committee would have regular calls with the Head of Finance & Operations, convene the 4 finance meetings and report/recommend actions to the Board at the regular meetings. There would be a couple of meetings annually relating to the audit of the charity with the auditors. This is a vital governance role in supporting the charity.

For this role, we need a woman with strong finance skills and experience. This could be a woman with a good understanding of finance from any sector, including broader business management experience. Key abilities could include:

- the ability to communicate financial information clearly to non-finance professionals;
- an understanding of charity finance or experience of finance management in a charity or arts organisation;

Previous Chairs and other trustees in this group have had accountancy, banking, financial management, and producing/arts management experience.

Role Description

Here are a trustees' responsibilities in more detail.

- 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 with the executive team.
- 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 defines its goals and evaluates performance against agreed targets; that the team reports on this regularly as required
- 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, through regular reporting from the staff team
- Ensure the financial stability of Clean Break and appropriate application of resources by providing support and scrutiny to the management these
- Protect and manage the property of the charity (2 Patshull Road, NW5 2LB) and ensure the proper investment of the charity's funds, as delegated to the staff team and reported on regularly
- Support the succession planning, appointment, supervision, support, appraisal and remuneration of the Leadership Team (as joint Chief Executives, this is the Executive Director and 2 Joint Artistic Directors)

Other information

We support trustees with expenses for travel to meetings, and childcare if required. We also can support travel and other costs related to attending events, conferences or training in the capacity of being a trustee.

Currently meetings and events are being held online via Zoom, but usually our meetings are held at our building in Kentish Town, North London. We hope to have more in person meetings in the coming year.

In accessing our building, we note that we are on a cobbled street that is uneven, with parked cars; care is therefore needed when accessing the building by wheelchair or with other physical aids. The building itself is wheelchair accessible throughout and all spaces can be accessed step-free.

Making an Application

Application for this role is by completing a simple application form. The application form is downloadable alongside this pack. You do not need to write a covering letter or email, just respond to the prompt in the application form, copy your CV into the document and fill out your details at the end.

You will be asked to confirm that you identify as a woman, that you have the right to work in the UK, let us know if you have lived experience of the criminal justice system, and tell us whether you identify as D/deaf or disabled. These last two questions support us in taking positive action to include you in our process.

You will also be asked that you understand that becoming a trustee will be subject to an Enhanced Level DBS check. As a charity working with adults receiving health or social care services, and sometimes with children (women aged 17), we will require an enhanced Disclosure and Barring Service check without barred lists as part of the process. We have also included some information about what trustees are asked to declare when they join, so that you understand these up front.

We actively encourage applications from women with experience of the criminal justice system and will support seeking a waiver from the Charity Commission if required to become a trustee. Full support on this process is offered by staff and trustees who have themselves been through this process, and this process takes place after selection.

You are asked to complete some equal opportunities questions by link to an online form. Your answers are to help us understand how we are doing in attracting and considering a broad range of candidates. These will not be disclosed to the panel or linked to your application in any way.

You are then asked to email the completed form to maya.ellis@cleanbreak.org.uk.

Next Steps and Key Dates

The deadline for applications is 10am on Monday 31 January

Please note that Clean Break will be closed from 20 December until 4 January, any queries will be answered after that date.

All applications will be checked to ensure that they meet our eligibility requirements.

The Recruitment Committee will read through the eligible applications and then meet discuss which candidates they would like to meet for interview.

Interviews will be conducted the week commencing Monday 21 February. We will share the names of the panel and the format of the interview in advance. The interview will likely be done in two parts so that you can meet key staff, Members and the trustees conducting the interviews. If you have access needs, we will meet them.

All applicants will be contacted by Friday 25 February whether they have been shortlisted or not.

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