

**CLEAN  
BREAK**

## **Development Officer Recruitment Pack**

# Welcome!

Thank you very much for your interest in the role of Development Officer at Clean Break.

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 hope that this pack will give you plenty of information before you apply. Our website ([cleanbreak.org.uk](http://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 might 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.

Send any requests or questions to [recruitment@cleanbreak.org.uk](mailto:recruitment@cleanbreak.org.uk) and you'll hear back from Cath (Head of Finance & Operations) or Eva (Finance & HR Assistant). If you'd like a phone chat with someone in the Development 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 12pm midday on Monday 8 March 2021.**

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

# Equal Opportunities

Clean Break is a women's theatre company, founded in 1979 by two women prisoners 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.

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.

We are particularly interested in hearing from

- women with lived experience of the criminal justice system (including former prisoners, probation clients, and/or women cautioned by the police)
- Black, Asian and ethnically diverse women
- women from a lower socio-economic background
- 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 it. We want to change this.

As ever at Clean Break, if you tell us that you have personal experience of the criminal justice system or that you identify as D/deaf or disabled, and you have demonstrated in your application that you meet the minimum criteria outlined later in this pack, you will be invited for interview.

# What sort of people work for us?

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

Our team members are passionate about social justice and about improving the lives of women with lived experience of the criminal justice system, and 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're looking for a friendly and diligent candidate, who really understands the unique importance of Clean Break's work and has a passion and drive to share this with our current and prospective supporters. You'll have an eye for detail, enjoy working as part of a close-knit team, and be confident about making a case for support; this means telling people about what we do, why it's important, and clearly demonstrating the life-changing impact of our work. You'll have great communication skills both written and verbal, combining your desk-based work with meetings and events that help to bring Clean Break's work to life.

You'll work most closely with our Development Manager (your line manager) as the majority of your work will be based around our relationships with Trusts and Foundations. Working together, this will include writing and submitting funding applications, looking after relationships with new and prospective funders, and writing progress updates and reports.

You don't need experience in fundraising, or in an arts organisation, to do this; you might equally use the application to show you have the transferable skills to fulfil this role. This might include demonstrating things like; a love for talking to people about work that you're passionate about; an enjoyment of writing persuasively in a variety of forms and styles; great organisational skills that help you to keep on top of research and systems.

The role is broad, and as such will be a great introduction or next step in a fundraising team. As well as working on our Trusts and Foundations portfolio, you'll work with our Head of Development and Communications on developing our corporate relationships, with our Individual Giving Manager on events and communications, and with our Development & Members Assistant to ensure smooth administrative running of our funding partnerships.

## What type of contract is this?

It's a full-time employment contract, Monday to Friday, starting as soon as possible. The salary is £25,000 per annum: £2,083 a month before taxes and other payroll deductions.

Full time means a core 35 hours a week, 7 hours a day (plus lunch break), Monday to Friday. Every now and then you'll need to work some additional hours' overtime, which will be compensated through Time Off In Lieu (TOIL), to be agreed in advance.

There is some flexibility over start and finish time, but you'll need to structure your day around core working hours of 10am-4.30pm.

For this role, you would have 28 days of annual leave plus public holidays. We ask that you take 3 of those days during the Christmas closure period.

This role is normally office based in Kentish Town, North London with occasional London-wide and national travel. However, due to Covid-19, this role is likely to be home based initially, like many of our team.

Further terms and benefits are outlined later in this pack.

# Job Description

Here are the Development Officer's responsibilities in more detail.

## **Fundraising**

- Lead on research into new funders, continuously identifying and updating a pool of potential new Trust and Foundation funders and corporate partners and matching them to upcoming projects
- Prepare and create compelling funding and partnership proposals, working closely with the Finance Team to develop robust project budgets
- Take responsibility for the logging of new grant reporting requirements and conditions, including accreditation, and ensuring we comply with them
- Manage and maintain the reporting schedule, to include updating and tracking deadlines for the team and writing some of the reports

## **Relationship Management**

- Administer and manage a stewardship calendar for Trust and Foundation funders and corporate partners, working with the Development Manager to devise appropriate email and telephone correspondence, regular updates and annual reporting
- Build strong and productive relationships with current funders and partners through effective engagement, reporting, evaluation, communications, events and meetings
- Ensure compliance with funding and partnership agreements with the support of the Development & Members Assistant

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# Job Description

- Ensure that corporate partner benefits are delivered, overseeing the renewal process and identifying opportunities for increasing support where appropriate
- Ensure that all income due from funders and partners is received on schedule, processed and acknowledged

## Events

- Manage the seasonal event programme, including logistics, briefings to staff and liaison with participants [working with the Development & Members Assistant in terms of guest lists, invites and RSVPs]
- Work with the team to identify opportunities for our supporters and prospects to attend Clean Break's performances, activities and events in a seasonal programme

## Admin & Finance

- Maintain effective records and administrative systems within the Development Team working with the Development & Members Assistant and other colleagues
- Work with the Development Team to record all contacts, income, actions and plans on Donorfy, Clean Break's CRM database
- Work with the Finance Team to improve and adhere to systems for managing and communicating relevant data (e.g. cashflow, grant monitoring data and requirements)
- Ensure compliance with Data Protection legislation and Fundraising Code of Practice

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# Job Description

## Culture & Values

Contribute positively to the company culture by

- upholding and celebrating the company's values
- demonstrating and encouraging excellent communication with colleagues
- engaging positively with team development initiatives, wellbeing and social activities
- getting involved with the recruitment and welcome of new colleagues, volunteers and trustees
- participating in our actions to improve equality of opportunities for women and to become an Anti-Racist organisation

## Other

- Think and work sustainably, and contribute to our Environmental Action Plan
- Maintain confidentiality and adhere to Clean Break codes of practice and policies
- Carry out other duties as reasonably required

# Person Specification

Below, we have listed the specific skills, experience, knowledge and qualities we are looking for.

1. **Communication:** A clear and compelling communicator (both written and verbal) who is able to make an articulate and persuasive case for support
2. **Administration:** Able to create, maintain and improve administrative and data systems
3. **Accuracy:** Keen eye for detail, working carefully to keep systems and records up-to-date
4. **Research:** Good research skills, able to independently sift through large amounts of information to identify and present appropriate funding opportunities
5. **Relationships:** The ability to build positive, productive relationships with colleagues and supporters
6. **Digital/IT skills:** Comfortable using Microsoft packages (e.g. Microsoft Excel and Word) to design, create and maintain documents, including spreadsheets. Ideally, also familiarity with design packages and/or online platforms
7. **Workplace:** A team player who has the ability to be flexible and responsive

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# Person Specification

8. Organisation: Highly organised, with an ability to use initiative and demonstrate self-motivation to organise own work and time effectively
9. Events: Experience/understanding events planning and administration
10. Budgets: Able to read, understand and adapt project budgets, to communicate relevant and well-presented financial information to funders

# Contract Terms & Benefits

Reports to	Development Manager
Contract type	Full time, permanent contract
Working hours	35 hours a week Monday to Friday Overtime to be agreed in advance and compensated through TOIL
Salary	£25,000 per year
Probation period	6 months
Notice period after probation	2 months
Annual leave allowance	28 days plus public holidays
Location	Normally office based in Kentish Town North London with occasional London-wide and national travel. However, due to Covid-19, this role is likely to be home based initially, like many of our team.

# Contract Terms & Benefits

Physical access	The cobbled street 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.
Pension scheme	Scottish Widows pension scheme: Clean Break will contribute 3.5% of your salary when you contribute at least 5% of your net salary
Other benefits	Bike 2 Work scheme; Employee Assistance Programme
Pre-work checks	Two satisfactory references Evidence of right to work in the UK Enhanced Level DBS check - see below

This post involves access to financial data and systems and working in a building 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.

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

# Making an application

Application for this role is by completing an application form and answering some general questions in our application portal. The application form is downloadable alongside this pack.

We also ask all applicants to complete an Equal Opportunities Monitoring Form, and submit this separately, outside of the application portal. Your 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.

Take the time that you need to fill out the application form before accessing the portal. Please save your completed application as a single PDF document. Once you are ready to upload it and complete your application, the link on the next page will take you to our application portal.

You will be asked to confirm that you are a woman, that you have the right to work in the UK, and that you understand that any job offer will be subject to references and a Basic Level DBS check. You will also be asked whether you have lived experience of the criminal justice system or whether you identify as D/deaf or disabled – you do not have to disclose this information here, but if you wish to be invited for interview on this basis, in line with our policy, this is where you should let us know.

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# Making an application

After this, you will be prompted to upload your completed form.

**Link for submitting applications: [Link to application portal](#)**

You will receive an automated email response confirming that your application has been successfully submitted.

**Link for completing equal opportunities monitoring form: [Link to EO Form](#)**

# Next Steps

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
- Demonstrated clearly in their application form, with examples, that they can meet the Person Specification
- Described clearly in their application form how they share our values and passions, as described in the section ‘What sort of people work for us?’

The panel will first allocate interview slots to candidates who meet the minimum criteria and have chosen to tell us that they have lived experience of the criminal justice system or that they identify as D/deaf or disabled (or both).

The remaining interview slots will be allocated to candidates who have demonstrated most strongly how they meet our Person Specification, and how they share our values and passions.

All applicants will be contacted by Friday 12 March whether they have been shortlisted or not.

For those selected for interview, these will be conducted online, and we will send the names of the panel in advance as well as a link to the online session.

# 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

Application Deadline	12pm midday, Monday 8 March 2021
Shortlisting Complete	Friday 12 March 2021
First Interview	week of 15 March 2021 (online)
Second Interview	week of 22 March 2021 (online)
Ideal Start Date	as soon as possible after appointment

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Company number 2690758

