

# CLEAN BREAK



Image: Tracey Anderson

## Engagement Producer Recruitment Pack



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Dear Applicant

Thank you for your interest in the Engagement Producer post at Clean Break. This is an exciting opportunity to join the Company and play an integral role in the developing our leadership programme.

I have pleasure in enclosing the recruitment pack which includes the following:

1. [Background information about Clean Break](#)
2. [Job description, person specification and terms and conditions](#)
3. [Equality and diversity policy statement](#)
4. [Disclosure and barring service checks statement](#)

Please advise us if you require a copy in large print or an alternative format.

Here are the key dates:

**Closing date:** 12 noon Tuesday 4 December

**Interview date:** Wednesday 12 December

To apply, please read the whole application pack including the Job Description and Person specification and use the link at the end to apply through the online application form.

Please note, you should use the subheadings in the person specification to talk through your relevant experience. Those submitting only CV's or a cover letter will not be shortlisted.

Diversity is one of our core values at Clean Break. We strongly believe that your lived experience is a vital part of who you are and enhances what you bring to a professional setting. We actively encourage women from a variety of backgrounds with a cross section of skills, experiences and narratives to extend and develop how we work. We are particularly interested to hear from women of colour and women who are underrepresented in the theatre sector and, as ever at Clean Break, if you have personal experience of the criminal justice system and can demonstrate that you meet the essential criteria, you will be invited for interview.

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

Best wishes

**Laura Mallows**  
**Head of Finance & Business**

Clean Break, 2 Patshull Road, London NW5 2LB | 020 7482 8600

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## 1. COMPANY INFORMATION



*House* by Somalia Seaton

### Clean Break – history and future

Producing groundbreaking theatre which puts women's voices at its heart and creates lasting change by challenging injustice in and beyond the criminal justice system.

Theatre company Clean Break is renowned for its track record of producing unforgettable theatre that speaks truth to power. The company has led the way over its four decades in producing new plays with women writers, actors and creatives at the heart of the work. Founded in 1979 by two women prisoners who believed that theatre could bring the hidden stories of imprisoned women to a wider audience, it has remained true to these roots: continuing to inspire playwrights and captivate audiences with award winning theatre on the complex theme of women and crime. The company's leadership within the theatre sector was recognised recently with a Tonic Theatre award - for Clean Break's dedication to changing women's lives through theatre and commitment to new writing.

Clean Break's new refreshed mission underpins our new business model together with our refreshed organisational values: *Creativity, Change, Courage, Compassion, Collaborative and Equity & Fairness.*

The company's new business model will deliver a coherent and integrated theatre offer. There will be a significant emphasis on commissioning, developing and producing increased work, collaborating

with a range of partners nationally to reach more audiences. One of the most exciting developments, is the company's Members (women with lived experience of criminal justice who have trained with us) being at the heart of future productions as performers, writers and in backstage roles. This is part of the company's commitment to placing Members' voices centrestage which will also see them co-designing and delivering work together with professional artists and partners through responsive and nimble "interventions" in response to issues affecting women in criminal justice.



*Amongst the Reeds* by Chino Odimba

Underpinning the integrated model is a new business strategy with projects being developed and sold to increase earned income and future resilience. Central to this is the company's building, a freehold former piano factory in Kentish Town North London which was refurbished in 1998 as offices, four studios and garden and which delivers a vibrant programme of hires and rental income. This asset, combined with the company's leadership expertise (training and professional development), and improved performance through producing deals and at the box office will enhance our earned income and enable us to amplify development income. A smallscale capital project is planned in years 3 and 4 of the Business Plan to improve the estate and maximise revenue.

We are excited about our new business model. This sees us collaborating with leading theatres across the country, which promises: a significant audience growth for the company; stronger impact within the wider theatre industry for women artists, with a particular emphasis on intersectionality; the development of fresh talent; and the opportunity to increase our reach, through great theatre, to create lasting change for women's lives in and beyond the criminal justice system.

## 2. ENGAGEMENT PRODUCER JOB DESCRIPTION

<b>Job title</b>	Engagement Producer
<b>Reports to</b>	Head of Finance & Business
<b>Working hours</b>	21 hours per week

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### Job purpose

The Engagement Producer will fulfil producing responsibilities across income generating strands for Clean Break's Leadership offer (the Leadership offer refers to activity – including delivering training, performances, workshops etc that is both mission-aligned and income generating). The Engagement Producer will launch, test and develop new activities as part of the leadership offer, to build our earned income. This role is central to the delivery of Clean Breaks' enterprising new business model.

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### Key responsibilities

- 1 Manage all aspects of planning, customer care, administration, delivery and evaluation for Leadership activities.
- 2 Work with the Artistic Directors to expand our existing range of Leadership activities which we sell as an income generating area of our theatre programme.
- 3 Work with the Artistic Directors to develop and implement a strategy which builds our capacity to deliver quality in line with expected growth in activity.
- 4 Work with the Head of Finance & Business to develop a sales strategy and build a broad portfolio of customers who will benefit from our Leadership offer, including workshops, seminars and corporate training.
- 5 Analyse existing products, including Leadership training and our specialist sector production, and work collaboratively with staff to improve earned income potential via a sustainable business proposition to a core market.
- 6 Undertake market research and test products with new clients from the corporate, higher education, charity and cultural industry sectors.
- 7 Manage and maintain strong relationships with current clients and pursue cultivation opportunities with new clients to build a strong pipeline of prospects.
- 8 Produce realistic and deliverable project schedules with clear project income targets and milestones.
- 9 Work closely with the team to develop new ideas and facilitate creative conversations across the company, encouraging a confident and enterprising approach to selling our work with a range of existing and new partners, audiences and other stakeholders.

- 10 Work closely with the Marketing team to promote our Leadership offer through high quality digital and print.
- 11 Provide regular forecasts and reports against quarterly income targets to the Head of Finance & Business on progress against targets, identifying any risk areas at the earliest opportunity.
- 12 Ensure all paperwork and contracts are drawn up correctly. Ensure all details for invoicing are passed promptly and accurately to the Finance Team.
- 13 Liaise with the Head of Operations and brief administrative staff to ensure that the building is set up for workshops and events with furniture, equipment and refreshments as required.
- 14 Collate feedback from customers, partners and participants and utilise this when planning for future life of the programme.

#### **Other**

- 15 Maintain the company database via Salesforce capturing all relationships and maintaining records in line with GDPR and data protection good practice.
- 16 Attend team meetings, staff meetings and training workshops, and other meetings as required by the Head of Operations.
- 17 Respond to requests for regular information and updates for the company website and social media activity from the Marketing team.
- 18 Keep up-to-date with company news and activity, and external information circulating which is relevant to our work. Use every opportunity externally to talk about Clean Break's work and share the company's mission, values, strategic aims and impact.
- 19 Actively engage with a culture of fundraising, work closely with the Development Team to support this throughout the organisation. Introduce prospects and pass on leads for research to the Development Team.
- 20 Play an active role in ensuring equality of opportunity, in accordance with the company's equality and diversity policy and action plan.
- 21 Maintain confidentiality and adhere to other Clean Break codes of practice and policies.
- 22 Participate in the staff rota for locking/unlocking the building as required.
- 23 Enter professional commitments and weekly plans including meetings, visitors, work off-site, TOIL and annual leave as agreed, in order to maintain the company diary and room schedule.

24 Carry out other tasks as reasonably required by the Head of Finance and Business.

## ENGAGEMENT PRODUCER PERSON SPECIFICATION

You will have most or all of these and be able to evidence them in your application/at interview:

### Knowledge and skills

#### Essential

- At least three years' experience of project management within the theatre sector, including developing detailed project plans
- Entrepreneurial and self-motivated approach, with the ability to identify opportunities and generate leads
- Confidence in an income generating role, and a strong track record of achieving agreed targets
- Strong relationships with customers and understanding of the key networks and opportunities for Clean Break to tap into
- Able to deliver a strong pitch and present a range of activities to a broad and varied customer base both within and outside of the arts sector
- Ability to quickly learn about different sectors and how they operate
- Solid understanding of good customer service
- Ability to work collaborative across departments and co-ordinate project teams
- Excellent attention to detail
- Ability to be flexible and responsive
- Excellent IT and desk-based research skills

#### Desirable

- Knowledge of Artifax software
- Experience using Salesforce or similar CRM
- Experience in the corporate sector and/or higher education
- Understanding of the needs of women with experience of the criminal justice system, and/or of addiction and mental ill-health

#### Values

- Commitment to Clean Break's aims, including a demonstrable commitment to working in a women's organisation
- Commitment to diversity in all aspects

#### In line with all Clean Break appointments, the post is:

- Open to women only (exempt under Equality Act 2010 Schedule 9, part 1)
- Subject to a Right to Work check
- Subject to an enhanced DBS check

Applications are actively encouraged from black and minority ethnic women. Applicants who state they have personal experience of the criminal justice system or are disabled, who meet the essential person specification, will be guaranteed an interview.

### **Terms**

Salary	£30,000 per annum FTE (£18,000)
Working hours	21 hours per week
Annual leave	28 days leave plus bank holidays
Pension scheme	Scottish Widows pension scheme: Clean Break will contribute 3.5% of your salary when you contribute at least 3% of your net salary
Other benefits	Company childcare vouchers scheme; staff training and development scheme; theatre ticket scheme; Bike 2 Work scheme; Employee Assistance Programme.
Location	Clean Break offices, Kentish Town North London; occasional London-wide and national travel

### 3. EQUALITY & DIVERSITY POLICY

#### **Our Principle Commitments**

Clean Break is an equal opportunities employer. We oppose all forms of discrimination and believe that all people, regardless of their identity or membership of any group, deserve to be treated equally, consistently and fairly.

We aspire to deliver consistently good practice and to set a high standard of equal opportunities within our service delivery; employment and volunteering; Board and advisory group structures; building and physical access and with the partnerships we forge.

In the case of Clean Break itself, we work with women who have personal experience of the criminal justice system and those at risk of offending as a result of their mental health distress and/or drug/alcohol use. In light of this, we employ only women to deliver our services in accordance with our exemption under The Equality Act 2010, Part 1, Schedule 9.

We recognise that many women are excluded from areas of society (such as employment, services, education) because of society's prejudice and discrimination. Women experience additional discrimination on the grounds of their: 'race, colour, ethnic or national origins, gender, gender-reassignment, disability, sexuality (the legislation uses the term "sexual orientation" but this policy will use the term "sexuality" instead), age, political beliefs, religious beliefs, trade union membership, economic status or class, offending background, marital status or family circumstances. As a Company, our particular priority is working with women who have experience of the criminal justice system and those at risk of offending as a result of their mental health distress and/or drug/alcohol use.

Within the parameters of the Company's mission, we are committed to being an inclusive organisation which reflects and values the diversity of the women that we work with. We recognise the significant benefits to the Company of working with a diverse team of women. We actively seek the creativity, excellence and different perspectives that individuals of all backgrounds and abilities bring to our work, which is enriched through collective experiences.

We strive to embrace and celebrate a broad definition of diversity within the framework of existing legislation and to develop a comprehensive action plan and provide training in specific areas of the main policy.

Clean Break is committed to consulting with women beneficiaries in relation to new policy development and project activity. We will bring annual plans to our student body for discussion and set up forums, where appropriate, to consult on particular project activity.

#### 4. DISCLOSURE & BARRING SERVICE CHECKS STATEMENT

Clean Break aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Clean Break welcomes applications from diverse candidates, and as such **welcomes applications from ex-offenders** for this post. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

This post involves access to vulnerable adults and/or young people. As such, it meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, and an enhanced disclosure form is required by Clean Break before a final recruitment decision is made. An Enhanced Disclosure contains details of an individual's convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions. These are shown on a criminal records check, together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for. Criminal record information will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). Disclosure information **will be interpreted fairly** and discussed openly with you in order to assess job-related risks.

##### **At application stage**

Clean Break encourages applicants to declare any convictions, or other matters that might be relevant at application stage. If you would like to meet with the relevant Manager to discuss your disclosure prior to an interview or following a provisional offer of work, please contact Clean Break on 020 7482 8600 and ask to speak to the relevant person. Alternatively, written details and dates can be submitted in confidence to the manager responsible for the appointment using an envelope marked 'private and confidential'. Applicants are encouraged to provide any other information they wish to draw attention to that may improve understanding of their situation and fair decision-making.

The first step in the selection process will always be to assess the applicant's relevant skills, experience, qualifications and ability to do the job. Applicants will be judged on merit, as to whether they meet the requirements in the person specification.

##### **Following a job offer**

Clean Break is currently using the disclosure service for DBS checks. Your disclosure information will only be seen by the relevant Manager at Clean Break, and if it requires further discussion, it will be brought to the attention of the Executive Director. In line with the Disclosure & Barring Service's (DBS) code of practice, we will take into account the seriousness and nature of any offence, the length of time since the offence was committed, the circumstances surrounding the offence and any explanation offered by the applicant. Criminal record information is regarded as sensitive personal information which will be kept confidential in lines with Clean Break's Confidentiality Policy.

**For further information please request a copy of our Disclosure and Barring Service Checks Policy.**

**[To apply for the Engagement Producer role please click this link](#)**