

**CLEAN
BREAK**

Interim Support Manager Recruitment Pack

Welcome!

Thank you very much for your interest in the role of Interim Support Manager (fixed term) 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 2020 Schedule 9, part 1).

We hope that this pack will give you plenty of information before you apply. Our website (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.

We are also open to this being a seconded role from a peer organisation.

Send any requests or questions to 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 Cath about whether this role might be right for you, or to discuss the possibility of a secondment with Jacqueline, our Head of Participation, let us know by email and we'll arrange a time.

The deadline for submitting applications for this role is 12pm midday on Wednesday 16 December 2020.

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 personal 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 low 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 seek out women who are compassionate, collaborative, creative, courageous and fair-minded, who champion and embrace change. These are our core company values.

Our team members share a passion for social justice and for improving the lives of women with experience of the criminal justice system. As well as a strong belief 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.

For this role, because it's a short contract to start very soon, you will need to have done a similar role or roles, at a similar level of responsibility, before.

Who do we need for this role?

We are looking for a warm, caring Interim Support Manager to identify and manage the varied support needs of the women at the heart of our programmes: our Members.

You'll bring at least three years' experience of working in social care, welfare or mental health services, and have a well-established trauma-informed approach.

Around 50-70 Members are actively engaged across Clean Break's work at any time, with many also participating in our core, seasonal Members Programme. You'll ensure they have the best possible access to our activities, either online or in the building, and work with them to understand any access or engagement issues.

You'll also work with these women to support their mental health, drug/alcohol, financial, emotional, welfare and education/career needs. And you'll provide this support in a combination of ways: through one-to-one support, assessment, action planning, partnership building / signposting and any other appropriate support measures.

You'll work closely with the Participation Team – Head of Participation, Participation Manager and Members Assistant – and report to the Head of Participation.

What type of contract is this?

This is a short term role, a fixed term contract for 11 weeks, to cover a staff sabbatical. The period we need covered is Monday 11 January to Thursday 25 March 2021. This includes a week of handover with our permanent Support Manager.

The role is designed to be working mostly on site, at our Kentish Town building. The building has been made Covid Secure, and we will continue to deliver services from there during Tier 1 or Tier 2 Covid restrictions. During Tier 3 restrictions or lockdowns, you would need to be able to work from home.

The commitment is 28 hours a week Monday to Thursday, 7 hours a day excluding lunch breaks, usually starting at 9.30am.

The salary is £5,063 for the 11 week period (based on £30,000 full time equivalent for a full year) before taxes and other payroll deductions. It will be paid through monthly payroll (£1,381 January, £1,841 February, £1,841 March).

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.

For this 11 week contract, you would have 4.5 days of annual leave plus public holidays. We ask that you take 4 of those days on 15-18 February, during our mid-season break.

Further terms and benefits are outlined later in this pack.

Who are Clean Break's Members and how are they involved?

Our Members are women aged 17 and above who have lived experience of the criminal justice system or are at risk of offending due to drug, alcohol or mental health issues.

Clean Break's offer provides a foundation of learning and skills in theatre performance, creativity and wellbeing, and opportunities to engage in professional, public facing performance projects. There are regular sharings of work, social activities, and meetings of a Members Advisory Group who inform the development of our work.

Active Members sign up for one or more of our weekly group sessions, or participate in a specific programme for Young Artists, all taking place over three seasons of work a year.

At the moment, active Members can engage with these activities online and, whenever we can do it safely, at our Kentish Town building, where lunch is also provided.

The number of women participating on site has been reduced this year to enable 2 metre distancing.

Job Description

Here are the Interim Support Manager's responsibilities in more detail.

Work with Women on the Members Programme

- Work closely with women offering trauma informed support, advice and guidance in relation to their mental health, welfare, benefits, housing and possible drug/alcohol concerns and assisting their move towards independence.
- Lead and support the therapeutic trauma informed volunteer-delivered service for women, working in partnership with individual therapists, Holloway United Therapies and IATE.
- Take an active role in recruitment and referrals of women, including young women, and build relationships with relevant referral sources.
- When necessary, carry out assessments and literacy screening and assist in goal setting with women attending the Programme, ensuring timely reviews and referrals to specialist provision take place in accordance with need.
- Work closely with the Participation Manager to support women with progression routes furthering their career/education and note any progress of women following the completion or early withdrawal from the programme throughout the Spring season.
- Manage and support the delivery of the Health and Wellbeing Groups as part of the Programme, working directly alongside the lead artist.

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Job Description

- Manage the day to day running of the breakfast and lunch service for Members, ensuring effective liaison with and supervision of catering volunteers. Organise the provision of food for women in the absence of catering volunteers.
- Take overall responsibility on site for ensuring excellent safety standards are followed by all involved in the breakfast and lunch service, adhering to Clean Break's Food and Hygiene Policies, incorporating any additional Covid-Secure measures

Strengthening Relationships

- Maintain strong links with relevant support services, including career guidance providers, welfare organisations, mental health, counselling and drug/alcohol services to enable us to make appropriate referrals and to ensure a co-ordinated service for our Members.
- Adopt a flexible approach to your role to support the wider staff team and company activities in line with your specialist skills and areas of interest.

Admin & Finance

- Pay Members' expenses and take responsibility for accurate, timely petty cash processing and reporting, following the systems required by the finance team. Arrange cover for cash processing in your absence.
- Contribute to the Company's monitoring and evaluation requirements by carrying out Member group evaluations, supported by the Members Assistant.
- Provide administrative support to ensure the smooth running of the childcare contracts with after school clubs and childminders.

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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
- Ensure compliance with the Data Protection Act 2018 (GDPR)
- 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. Supporting vulnerable women: Proven ability to manage a trauma-informed support service for women with vulnerabilities
2. Similar service delivery experience: 3 years' experience working in social care / welfare / probation or mental health services
3. Working with individuals: Skilled at working with individuals with mental health issues or drug and alcohol needs and experience of the criminal justice system on a one to one basis
4. Group work: Good understanding of group dynamics and group work skills in an informal adult education setting
5. Conflict and crisis: Experience at using counselling and mediation skills to handle conflict and emotionally-charged situations, and manage crisis situations effectively
6. System knowledge: Current knowledge of the mental health, housing, welfare and benefits systems
7. Criminal justice knowledge: Current knowledge of the criminal justice framework

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Person Specification

8. Management and supervision: Experience of supervising or managing staff or volunteers
9. Food safety qualified: Trained to NVQ Level 2 standard in Food Safety and Hygiene, or willing to undergo training
10. External communication: Experience of establishing successful partnerships with external agencies
11. Measuring impact: Experience of monitoring & collating statistical information and using organisational databases
12. Admin skills: adept at using Microsoft programmes and standard petty cash management processes to keep suitable administrative records

Contract Terms & Benefits

Reports to	Head of Participation
Responsible for	Support and Catering Volunteers
Contract type	Fixed term employment (11 weeks)
Working hours	28 hours a week Monday to Thursday Overtime to be agreed in advance and compensated through TOIL
Salary	£5,063 for 11 weeks equivalent to £30,000 for 1 year
Probation period	3 weeks
Notice period after probation	3 weeks
Annual leave allowance	4.5 days plus public holidays
Location	Mostly venue based in Kentish Town North London with some home working.

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 3% of your net salary
Other benefits	Employee Assistance Programme
Pre-work checks	Two satisfactory references Evidence of right to work in the UK Enhanced Level DBS check - see below

This role involves working with adults and may involve working with children (Members can participate in the Members Programme from the age of 17). For these reasons, we will request a Enhanced Level DBS 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 some general questions, through our application portal. The application form is downloadable alongside this pack.

Please save your completed application as a single PDF document with the following filename:

Firstname Surname – ISM

Once you are ready to submit, the link below will take you to our application portal.

You will also 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 Enhanced Level DBS check.

You will be asked to complete some equal opportunities questions. Your answers are to help us understand how we are doing in attracting and considering a broad range of candidates. The shortlisting panel will see whether you've said you have experience of the criminal justice system or whether you identify as D/deaf or disabled – so that they can invite you to interview in line with our policy. They will not have access to any other equal opportunities answers you give.

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

[Here is the link for submitting applications](#)

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

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 points 1-9 on 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 personal 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 points 1-9 on the Person Specification, and how they meet points 10-12, as well as share our values and passions.

All applicants will be contacted by Thursday 17 December whether they have been shortlisted or not.

For those selected for interview, interviews will be conducted in our Covid-secure Kentish Town building. We will share the names of the panel 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

Application Deadline	12pm midday, Wednesday 16 December 2020
Shortlisting Complete	Thursday 17 December (morning)
Interviews	Friday 18 December
Start Date	Monday 11 January 2021

Registered charity number 1017560
Company number 2690758

