

A photograph of three women from the chest up, holding flags and smiling. The woman on the left is a Black woman with braids, wearing a blue shirt and a grey jacket. The woman in the center is a white woman with long brown hair, wearing a red shirt and a grey jacket. The woman on the right is a white woman with blonde hair, wearing a grey jacket. They are holding flags: the woman on the left is holding a green flag, the woman in the center is holding a blue flag, and the woman on the right is holding a red flag. The background is dark and out of focus.

**CLEAN  
BREAK**

**Members Involvement Consultancy**



# Welcome!

We are looking to appoint an experienced service-user involvement consultant (individual or organisation) to work with us to review our current model of user involvement and implement improvements. This will help us to fully realise our ambitions of Members (women with experience of the criminal justice system and women at risk of entering it) playing a meaningful and active part in the life of the Company.

Timescale of project: Mid May 2021 – 29 October 2021

Consultancy fee: £4500 excluding VAT (please specify your day rate in the proposal)

Budget: £500 for any additional costs of delivering any activity (e.g. Members expenses, training, refreshments)

Proposal deadline: 10am, Friday 16 April 2021

Interviews: Thursday 29 April 2021

Because our work is about highlighting women's experiences and providing services for women with experience of the criminal justice system and at risk of entering it, all of our positions are open to women only, (exempt under the Equality Act 2010, Schedule 9, part 1). If you are an organisation the key people should be women.

Registered charity number 1017560  
Company number 2690758



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**



# Background

Clean Break was founded over 40 years ago by two women in prison who believed in the power of theatre to change lives. Over the years Clean Break has seen growth and many changes, but what remains at the heart of our work are the lives and voices of our Members, women with lived experience of the criminal justice system or those at risk of entering it.

Clean Break is committed to scaling up the involvement of our Members across company activity to ensure they contribute in a meaningful way to plans and decisions made about the company's future. The way this happens at present is through regular feedback, and through our Members Forum and Members Advisory Group and at trustee level. However, progress with our Advisory Group has been slower than originally anticipated, due to lack of staff capacity to invest in this piece of work and more latterly the pandemic.

Outside of engagement in the artistic programme (as participants, volunteers and artists), our aim is for Members to be able to contribute to and to understand the work of staff and trustees who they may not come across in their everyday use of our services. There is a genuine appetite to accelerate and amplify Members' involvement to achieve our vision of 'Members at the heart' of Clean Break.

We believe that a new approach is needed, and are excited to invest some additional resource and capacity to review, improve and firmly establish the Members Advisory Group and Members Forum at Clean Break and ensure an accessible and fit for purpose model of involvement for the future.



# Consultant's brief

Working closely with the Head of Participation, late May – end of October 2021

We are looking for an established female identifying consultant, with demonstrable experience of co-production and service user involvement to work with us over a period of five/six months between late May – October 2021.

We consider it important the consultancy has or currently works with people with lived experience backgrounds – enabling her to best understand and appreciate the barriers faced by our Members. We also anticipate the consultant will have training and facilitation skills, as we see a training element to support Members to better engage with the organisation as part of the role.

- Review and develop our Members involvement model to reach across all areas of company life.
- Consult with our current Members, including our Member Artists about perceived barriers to involvement and interest in participation.
- Host regular Member involvement meetings to encourage Members to share their views, in order to improve and shape the meetings to their needs.
- Create a structure/process which builds an enduring bridge between the Members and the Board of Trustees.
- Work collaboratively with the Participation Manager to support Members' involvement in relevant company-wide activities during this time.
- Review and make recommendations to improve the current ways in which Members are involved in company activity, including our public training programme, volunteering and advocacy.
- Consider how best we support and enable Members to share their stories at internal and external events and take on ambassadorial roles with influencers such as politicians, commissioners and supporters in ways which minimise exploitation and triggering.
- Work effectively using digital platforms such as zoom, when working from home and/or on site (at our centre in Kentish Town).
- Create a model which can be realistically managed within the capacity of the core staff team, going forward.

# Application Process

Please apply in writing, with the subject header **Members Involvement Proposal to [maya.ellis@cleanbreak.org.uk](mailto:maya.ellis@cleanbreak.org.uk)** including the following:

- Details of methods or approaches proposed
- Details of relevant knowledge, skills and experience
- Time allocation and day rate
- CVs of key project people
- Contact details for two referees

Proposal documents should not exceed 4 sides of A4 excluding CVs. If you would like an informal conversation about applying before submitting your proposal, please email [maya.ellis@cleanbreak.org.uk](mailto:maya.ellis@cleanbreak.org.uk) to arrange to speak with Jacqueline Stewart, Head of Participation.

## Timescale:

- The closing date for receipt of proposals is 10am on Friday 16 April
- Interviews (online or face to face) Thursday 29 April 2021
- Delivery from May 2021
- Completion by 29 October 2021



