



# **Participation Associate Recruitment Pack**

## **Weston Jerwood Creative Bursary**

# Welcome!

Thank you very much for your interest in the role of Participation Associate (fixed term) at Clean Break, an opportunity made possible by the Weston Jerwood Creative Bursary Programme.

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](https://cleanbreak.org.uk)) will also give you lots of background on our company and our work.

We want everyone who believes they meet the minimum criteria 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 be suitable. 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 one of our Participation 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 midday on Monday 15 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.

The UK's cultural workforce does not represent the diversity of our society – far from it. We know that many women face multiple barriers when looking to begin or progress a career in the arts, for all sorts of reasons.

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.

This role is part of a wider programme called the Weston Jerwood Creative Bursaries, which is designed and run by Jerwood Arts. It is for someone at the beginning of their artistic career, with between two and five years of experience since leaving school, and it comes with a specialist programme of career support. The programme is open to those from a lower socio-economic background only.

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# Equal Opportunities

The accompanying information from Jerwood Arts explains what we mean by lower socio-economic background and why this is the focus of this programme, as well as giving full details on the excellent career support provided. Please read this information carefully before making an application ([link here](#) - information also available in different formats).

We recognise that women from a lower socio-economic background are even more likely to have faced barriers to starting their artistic careers if they identify as one or more of the following:

- 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
- D/deaf or disabled women

If this applies to you, we are particularly interested in hearing from you.

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. We also 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 an early career artist strongly aligned with our values, passions and beliefs to design, facilitate and coordinate impactful participatory theatre work across Clean Break's artistic programme.

You'll have a proven commitment to excellent participatory practice in the performing arts, and to amplifying diverse and marginalised voices in theatre.

You'll get to work with our team on a wide range of projects involving our Members (women with lived experience of the criminal justice system and women at risk of entering it) and involving women currently serving sentences in prison or attending women's centres.

The role will be focused on designing and facilitating theatre-based workshops, developing ideas for and implementing our digital engagement with women, as well as coordinating some project activity.

Working within the Participation team, you'll report to the Participation Manager and collaborate closely with other team members. For some projects you'll also work directly with one or both of our Joint Artistic Directors.

# What does the bursary programme offer, beyond the job?

The Weston Jerwood Creative Bursaries Programme goes beyond the funding provided to organisations.

Everyone on the programme is given a range of opportunities to support their career development and help improve opportunities for others in the future.

This includes

- networking between the 50 artists on the current programme
- a tailored professional development programme led by people make it work
- a mentor outside Clean Break, and guidance on making the most of a mentor
- personal career progression support, with up to £1,000 of additional funding available towards the end of the year
- opportunities to feed back and influence the future of the bursary programme

**Full details are here** (information also available in different formats).

# What type of contract is this?

This is a fixed term contract for 12 months, starting in April.

The role will involve working from home, working at our Kentish Town building and, we expect, some work at other locations including women's centres, prisons and other arts venues. During the pandemic, we will only ever ask you to work in buildings that have been assessed as Covid Secure.

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 £17,940 for the 12 month period (based on £22,425 full time equivalent), £1,495 a month before taxes and other payroll deductions.

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.

Over the 12 month contract, you would have 28 days of annual leave plus public holidays. We ask that you take 3 of those days between Christmas and New Year.

Further terms and benefits are outlined later in this pack.

# Job Description

Here are the Participation Associate's responsibilities in more detail.

## Participatory work

- For our Young Artists Development Programme: devising and delivering outreach workshops and digital offerings as part of the company's drive to recruit potential young women for the programme, followed by leading some delivery on this programme from September 2021 onwards.
- For our prison based Inspiring Futures project: work with the Joint Artistic Director to support delivery of this theatre-based programme in HMP Send (in Woking) when new dates (post Covid) are confirmed.
- For our core Members Programme: assisting the participation team and lead artists on the delivery of a year-round programme of theatre workshops, taking place both onsite at our studios and online.
- For our work in women's centres around London: assisting our core artists deliver sessions for women attending women's centres (where women are supervised on probation and receive gender specific support, keywork and group work activities)
- For our engagement work alongside our mainstage theatre production: working with our Joint Artistic Directors to design and deliver participatory activity in partnership with our theatre partners, and supporting our Members own creative response to the themes of our produced work.
- Being part of the artistic fabric of Clean Break: including attending Members' sharings and rehearsed readings, reading and feeding back on playscripts as time allows

# Job Description

## Culture and 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. Barriers to entry: coming from a lower socio-economic background and having experienced barriers to entering the UK theatre workforce
2. Early career practitioner: Two to five years' experience in making impactful theatre with communities. This could have been acquired in paid or voluntary roles or during training courses
3. Skilled facilitator: Strong facilitation skills - able to lead inclusive and engaging spaces, to develop skills and confidence of participants, and to work with others in the space effectively
4. Communication: Great at communicating verbally to build rapport and share information with a range of different people, including participants, partners and team members
5. Positivity: Able to bring positive energy, enthusiasm and joy to your work, especially in a group setting, and to draw these out of others
6. At ease with digital: Strong understanding and knowledge of how best to utilise the potential of the digital field in the making of live and recorded theatre – including but not exclusively camera work, editing (Premier Pro), audio, creative use of Zoom and similar

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# Person Specification

- 7. Working with vulnerabilities: Skilled at working effectively with participants' vulnerabilities, holding boundaries and managing conflict creatively
- 8. Women and girls: Experience of working with women and girls, and a demonstrable understanding of young women's needs and interests
- 9. Diverse and inclusive, boundary-pushing: Committed to creating and enabling the creation of work that pushes boundaries and aspires to be as diverse and inclusive as possible
- 10. Organised: Experience of organising activities for groups - scheduling and planning sessions, communicating information about them, ensuring the right equipment and materials are available
- 11. Solution-focused: Able to think creatively and quickly to find effective solutions in a range of situations

# Contract Terms & Benefits

Reports to	Participation Manager
Contract type	Part time, fixed term (12 months)
Working hours	28 hours a week Monday to Thursday Overtime to be agreed in advance and compensated through TOIL
Salary	£17,940 for the 12 month period (based on £22,425 full time equivalent)
Probation period	3 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 role involves working regularly with adults receiving health or social care services and may involve working with children (Members can participate in the Members Programme from the age of 17). For these reasons, we will request an Enhanced 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 answering some questions in an application form and in our application portal. The application form is downloadable alongside this pack.

We are happy to accept submissions by video – if this approach would make the process more accessible for you, please let us know at [recruitment@cleanbreak.org.uk](mailto:recruitment@cleanbreak.org.uk). We will then give you the details on how to make and submit a video application for this role.

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 and prepare your video answers before accessing the portal. Please save your completed application form as a single PDF document. Once you are ready to upload it and complete your application, the link below will take you to our application portal.

You will be asked to confirm that you identify as 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 an Enhanced 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. You will receive an automated email response confirming that your application has been successfully submitted.

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

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

# What Happens Next?

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, with examples, that they can meet the Person Specification
- Described clearly in their application 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 on or before 18 March whether they have been shortlisted or not.

For those selected for interview, first interviews will be conducted online. If second interviews are needed, these may take place in our building. 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 15 March 2021
Shortlisting Complete	Thursday 18 March 2021
First Interview	week of 22 March 2021
Second Interview	week of 29 March 2021
Start Date	by end of April 2021

Registered charity number 1017560  
Company number 2690758



Supported using public funding by  
**ARTS COUNCIL  
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2020–2022