

**CLEAN
BREAK**

Creative Associate Recruitment Pack

Welcome!

Thank you very much for your interest in the role of Creative Associate at Clean Break.

This is a part time, fixed term position, paying £35,000 a year full time equivalent (£21,000 for 3 days a week).

Because our work is about highlighting women's experiences and providing gender-specific 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) 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 any information in a different format, if our application portal creates barriers for you or if you have any questions before you apply, please get in touch through recruitment@cleanbreak.org.uk and you'll hear back from us.

We are holding an online information session about this role on Tuesday 11 January (Q&A format). Details of how to sign up for the online information session will be posted on our website alongside this pack.

Welcome!

If you'd like a phone chat with either Anna or Róisín (Joint Artistic Directors) about whether this role might be right for you, let us know by email and we'll arrange a time after 10 January.

The deadline for submitting applications for this role is 10am on Monday 31 January.

Thank you for reading this pack, and if you decide to apply, good luck with your application.

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.

We recognise that women are even more likely to have faced barriers, in our sectors and others, 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)

Equal Opportunities

Black, Asian and minoritised women

women who identify as working class or who don't have socio-economic privilege

women who identify as D/deaf or disabled.

As ever at Clean Break, if you tell us that you have lived experience of the criminal justice system or that you identify as D/deaf or disabled, and you have clearly 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 with 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 and racial justice and about improving the lives of women with lived experience of the criminal justice system. We 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?

As part of our commitments to anti-racism and to deepening the involvement of our Members in our artistic output, Clean Break has created this role to diversify the range of voices and perspectives shaping our artistic output, and to increase the writing pathways and further develop the playwriting skills of our Members.

The Creative Associate will be a dedicated theatre practitioner with a commitment to ground-breaking artistic output, who believes that theatre can change lives. You'll probably describe yourself as a dramaturg, a director or a writer, or a combination of these.

We are looking for a friendly, positive, and self-motivated practitioner who really understands the unique importance of Clean Break's work, and is bold in their commitment to inclusivity in the theatre sector.

You'll be an organised and strategic thinker, and skilled at working with writers, particularly emerging voices, to develop their work and practice. Current artists on commission to Clean Break are: Natasha Marshall, Ambreen Razia, Yasmin Joseph, Sonia Jalaly, Deborah Bruce, Kirsty Housley, Theresa Ikoko. You'll have a strong network of artists and venues who you have worked with that you'll bring to Clean Break. And you'll be energised by considering and generating new ways of working with artists and emerging writers.

The role offers flexibility and could work around a busy freelance artist's schedule. (See 'What type of contract is this?' in the next section)

** Our Members are women aged 18 and above who have lived experience of the criminal justice system or are at risk of entering it due to drug, alcohol or mental health issues.

What type of contract is this?

This is a part time, fixed term employment contract for an 18 month period.

The salary is £21,000 a year for the equivalent of 3 days a week. Based on a full-time salary of £35,000 per year. That's £1,750 a month before taxes and other payroll deductions.

We're open to discussion about how the hours are worked across the 18 months; it could be a regular 3 days each week, or there could be more intensive periods of work and quieter periods, to fit around your other commitments; as long as there is reasonable alignment with Clean Break's deadlines for commissioned writers and related projects and productions. We do expect your working days to be weekdays and working to our core office hours, so that there is plenty of opportunity to connect and collaborate with the wider team.

The Clean Break working day is 7 hours a day excluding lunch breaks. Core office hours are 10am-4.30pm, with start and finish time flexible around these core hours.

You may need to work some additional hours' overtime, especially in the final lead-up to a project's first performance/go live date, which will be compensated through Time Off In Lieu (TOIL), to be agreed in advance.

Over a 12 month period working a regular 3 days a week, you would have 22 days of annual leave including public holidays. Everyone takes annual leave during our Christmas closure period (3 days leave for full time staff). If your agreed work pattern fluctuates with busy/quieter periods, the equivalent annual leave will be calculated.

What type of contract is this?

This role is normally based in our building in Kentish Town, North London (offices and rehearsal studios), with some London-wide and national travel. Due to the Covid-19 pandemic, to begin with at least, it's likely there will be some home working, with essential equipment provided.

Further terms and benefits are outlined later in this pack.

Job Description

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

Artist and Project Development

- Support the Artistic Directors in the development of new projects from genesis to realisation including workshop delivery, feedback on new script drafts, and contributing to ideas to extend the life of new projects.
- Identify potential talent and collaborators for Clean Break, bringing in your networks and extending the range of artists we are familiar with.
- Bring creative ideas and prospective new projects to the Artistic Directors as an active member of the Artistic team, enhancing the creative approach and output of the organisation.
- Support the development of artists, reading and feeding back on scripts from artists currently on commission and those we are interested in developing.
- Attend new plays, workshops, readings and showings relevant to our programme, on behalf of the company

Members' Development

- Contribute to our Members' Programme delivery by running the Writers' workshop on a weekly basis each season (30 weeks a year, half-day workshop on Wednesday mornings)
- Innovate pathways for Member Writers through partnership with other organisations, investing in their writing and creating frameworks for their artistic growth
- Identify opportunities for Members to extend their artistic ambitions and agency, including new projects or adaptations to how we currently support them as Artists
- Deliver Masterclasses and participate in other Member's activities as appropriate

Job Description

Communication

- Support the Communications Manager in external communication and marketing by offering timely information and constructive feedback
- Be a strong ambassador and advocate for the company, and act as a key contact for venues and artists. Build and maintain strong relationships in all areas of your work.
- Ensure that internal communication about the work you are responsible for is active and dynamic, with timely and relevant information shared regularly.

Culture & Values

We ask all staff to contribute positively to the company culture by

- participating in our actions to improve equality of opportunities for all women, particularly in relation to delivering on our anti-racism action plan and on our commitment to include our Members more fully in the life of the company
- 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

Job Description

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

This is the section you will refer to the most when completing your application.

Below, we have listed the specific skills, knowledge and experience we are looking for. [A] indicates we would like you to demonstrate this in your application. Interviews will explore the remaining points as well as expanding on the points marked [A].

1. Practice At least five years' professional experience of making theatre [A]
2. Power and Privilege Experience of working towards anti-racism practices in theatre, and a good understanding of the dynamics of power and privilege in cultural organisations and in making artistic work [A]
3. Writer development At least five years' experience of collaborating with writers with different levels of experience to help them develop their scripts through to production and extend their vision and skills [A]
4. Networking Strong relationships with venues and artists who are actively and openly committed to inclusive, anti-racist practice, and could extend Clean Break's work; familiarity with the current theatre landscape in London and nationally, and maybe internationally [A]

Person Specification

- 5. Care
Strong pastoral care skills, and an enthusiasm for and confidence in supporting artists, from non-professional through to emerging and experienced theatre makers, while also ensuring that self-care is part of your own working practice [A]
- 6. Creativity
bringing a creative and innovative approach, ready to offer ideas and solutions that extend our work and influence the development of our artistic programme [A]
- 7. Collaboration
a team player who has the ability to be flexible and responsive; able to maintain clear personal/professional boundaries in a work environment [A]
- 8. Administration
competent with usual project administration (Office 365), ability to organise and prioritise your own workload and work well to deadlines; conscientious and good attention to detail
- 9. Communication
a clear written and verbal communicator with good presentation skills, experienced at ensuring all staff, participants and project partners receive timely and relevant information

Contract Terms & Benefits

Reports to	Joint Artistic Director
Contract type	Part time fixed term employment (18 months)
Working hours	21 hours a week Monday to Friday or equivalent over the 18 month period Any overtime to be agreed in advance and compensated through TOIL
Salary	£21,000 a year (£35,000 full time equivalent)
Probation period	6 months
Notice period after probation	8 weeks
Annual leave allowance	22 days including Christmas closure period plus public holidays
Location	Mostly office based in Kentish Town North London with some home working
Physical access	The cobbled street outside our building 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.

Contract Terms & Benefits

Pension scheme Scottish Widows pension scheme: for eligible staff, Clean Break will contribute 3.5% of your salary when you contribute at least 5% of your salary

Other benefits Employee Assistance Programme with Health Assured; Annual training & development budget

Pre-work checks Two satisfactory references; Evidence of right to work in the UK; Basic Level DBS check - see below

This role 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.

A Basic Level Check will only show convictions and/or conditional cautions that are not 'spent'. For more information on how long it takes for convictions and conditional cautions to become 'spent', please refer to [Nacro's guidance on the Rehabilitation of Offenders Act](#). A criminal record, in itself, will not prevent someone from being appointed to this job.

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

How to apply for this role

Application for this role is by answering some questions in an application form or by video, and a few short questions in our application portal. The application form is downloadable alongside this pack.

If you would like to answer the questions by video, please let us know at recruitment@cleanbreak.org.uk and we will send you full details of how to upload your answers to the application portal.

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.

In the application form and video questions, you will be asked whether you have lived experience of the criminal justice system and/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 based on our minimum criteria, in line with our policy, this is where you should let us know.

For written applications, please save your application form as a single document. Once you are ready to upload it and complete your application, the link below will take you to our application portal.

In the 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 a Basic Level DBS check.

How to apply for this role

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

Link for submitting applications: Creative Associate - application portal

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

Link for completing equal opportunities monitoring form: Creative Associate - Equal Ops form

Next Steps and minimum criteria

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
- Described clearly in their application how they share our values and passions, as described in the section ‘What sort of people work for us?’
- Demonstrated clearly in their application, with examples, that they can meet the points in the Person Specification marked [A]
- Provided relevant information on their work history and training & qualifications without significant unexplained gaps

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 and/or that they identify as D/deaf and/or disabled.

The remaining interview slots will be allocated to candidates who have demonstrated most strongly how they meet the points marked [A] in the Person Specification, as well as how they share our values and passions.

All applicants will be contacted by end of 3 February whether they have been shortlisted or not.

For those selected for first round interviews, these will take place in our building in Kentish Town (subject to Covid guidance), and 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 2022

Information Session	10:30am Tuesday 11 January
Application Deadline	10am Monday 31 January
Shortlisting Complete	Thursday 3 February
Interviews	Week beginning 7 February
Start date	Monday 4 April

Thank you again for reading this pack, and we hope to hear from you.

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