

**CLEAN
BREAK**

**Individual Giving Manager
Recruitment Pack**

Welcome!

Thank you very much for your interest in the role of Individual Giving Manager at Clean Break.

This is a full time, permanent position, paying £28,000 a year.

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 are going to apply.

If it would help you to have the recruitment information or application form in a different format, if our online 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 Friday 23 September at 12pm. Or if you'd like a phone chat with Sally, Head of Development & Communications, about whether this role might be right for you, let us know by email at least one week before the application deadline, and we'll arrange a time.

Welcome!

The deadline for submitting applications for this role is 12pm midday on Monday 10 October 2022.

We hope to hear from you, and if you do 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.

We recognise that you are even more likely to have faced barriers, in our sectors and others, if one or more of the following represent you:

- You have lived experience of the criminal justice system [1]
- You are Black and/or you have lived experience of racism.
- You don't have socio-economic privilege, and/or you identify as working class
- You identify as D/deaf or disabled or both

and we warmly welcome your application.

[1] By lived experience, we mean that you have had personal (not professional) contact with probation, prison and/or the police, or that you have been at risk of entering the criminal justice system because of alcohol or drug use.

Equal Opportunities

Positive action: first interview stage

We have specific positive action in place for our first interview stage. If you have lived experience of the criminal justice system or you identify as D/deaf or disabled, you can choose whether you would like us to apply our positive action policy when reviewing your application – you just need to answer yes to the question apply positive action. If you answer yes, this means that, if you have clearly shown in your application that you meet our minimum criteria, you will be invited for a first interview.

We do not ask you to disclose any further details in your application, and we treat all positive action answers confidentially and sensitively. Please read our separate Criminal Records Disclosure Information for Job Applicants if you would like to know how you can disclose further details about a criminal record during the application process.

What we value

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?

Our Individual Giving Manager is responsible for managing relationships with people who donate to Clean Break, and a range of work to encourage more people to give their support.

We are looking for a personable and intuitive candidate who loves making connections, understands the different motivations for why an individual might choose to support Clean Break, and has great ideas for keeping our donors engaged.

You'll have an eye for detail, enjoy working as part of a small, friendly team, and be confident about making a case for support; this means telling people about what we do, why it's important, and clearly demonstrating the life-changing impact of our work.

You'll have great written and verbal communication skills, combining your desk-based work with meetings and events that bring Clean Break's work to life.

You'll be someone who loves crafting new initiatives and campaigns but who also understands the importance of excellent database management and well-informed research.

You'll support senior staff with securing larger donations from individuals and managing communication with our Patrons.

Fundraising at Clean Break

Grants, sponsorship and donation income is essential to Clean Break. With total annual income of around £1.1-£1.4 million, fundraising normally accounts for more than 80%. In our last financial year, donations through individual giving, including gift aid, were close to £150,000 and we hope to increase this in the coming years.

Led by the Head of Development & Communications, our four-strong Development team takes responsibility for the annual fundraising target, working closely with the Leadership Team and Heads of Departments on cases for support, application processes and reports to funders, and with the wider team on evaluating and articulating the impact of Clean Break's work.

Our impact is focused on the women we work with, the theatre industry and its audiences. Clean Break's Members - women caught up in the criminal justice system or at risk of entering it - are at the heart of this impact. We invest in and nurture their voices, experience, expertise and aspirations. We create professional pathways for them as women often marginalised in the creative industries. All our work improves the confidence, resilience and wellbeing of Members on-site, women in prisons & in the community.

As a nationally significant touring theatre company, we co-create & co-produce to develop bold, explosive & provocative work that connects audiences and our supporters with the hidden stories of women & criminal justice.

Job Description

Here are the Individual Giving Manager's responsibilities in more detail.

Existing and potential supporters

- Manage the relationships with all existing individual supporters, nurturing relationships and providing high quality donor management through regular communications, engagement and events
- Manage a Friends Membership Programme; a tiered giving scheme which allows donors to support at different levels
- Ensure that all donations are paid as pledged, creating a renewal strategy for each donor and reporting the impact of their support
- Build a pipeline of new prospects and supporters through research, identification, cultivation and solicitation. This will include working strategically with the Head of Development & Communications, Trustees, Development Committee members, and other members of the Clean Break team
- Manage the relationship with Clean Break's Patrons including regular updates and invitations to events

Job Description

Campaigns and initiatives

- Create, implement and manage online fundraising campaigns such as event challenges, The Big Give and radio appeals
- Develop a legacy giving strategy, stewarding pledgers and managing legacies received
- Work with the Head of Development & Communications in developing new individual fundraising schemes and initiatives to support specific areas of Clean Break's work, for example around syndicates, capital, endowment and international fundraising
- Support the Head of Development and Leadership Team with major donor prospecting, solicitation and stewardship, seeking major gifts of £5,000+ where appropriate

Events and Committee Meetings

- Deliver a programme of individual supporter events – both live and digital - creating opportunities for cultivation, engagement and stewardship (approx. 12 a year, focused around specific campaigns and productions)
- Project manage these events to deliver a high-quality experience to guests
- Attend Development Committee meetings (4-6 a year) and manage special interest groups associated with individual projects.

Job Description

Systems, tools and compliance

- Create and manage print and online communication tools for effective recruitment and relationship management
- Ensure finance team have accurate, timely information on income and cashflows
- Maintain clear, accurate and compliant records for gift aid claims
- Ensure that the database (Donorfy) and all donor records are kept up to date
- Ensure compliance with the Data Protection Act 2018 (GDPR) and Fundraising Code of Practice

Culture & Values

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

- participating in our actions to improve equality and inclusion 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: compassion, collaboration, creativity, courage, change, and equity & fairness

Job Description

- 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

Other

- Think and work sustainably, and contribute to our climate justice actions
- 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 during the recruitment process.

Below, we have listed the specific skills, knowledge and experience we are looking for.

- | | |
|------------------------|---|
| 1. Regular giving | experience of delivering Friends Schemes or other structured regular giving programmes. |
| 2. Engagement | a track record of developing and overseeing effective funder communications and engagement activity (e.g. cultivation events, managing newsletters and other communications). |
| 3. Data | proficient at CRM database management and report generation, with a strong understanding of the importance of accurate data entry and reporting. |
| 4. Digital | knowledge of how to deliver successful online fundraising campaigns. |
| 5. Rules & Regulations | an understanding of the impact of tax effective giving, data protection and the Fundraising Code of Practice on this work. |
| 6. Communication | a friendly, professional communicator, able to communicate well with a wide range of people in writing and in person. |

Person Specification

- | | |
|------------------|--|
| 7. Relationships | able to build positive, productive relationships with colleagues and supporters. |
| 8. Insight | an understanding of what inspires individuals to support at a range of levels: from joining a Friends scheme to making a major gift. |
| 9. Creativity | able to demonstrate an imaginative approach to launching new initiatives, campaigns or events. |
| 10. Core skills | organised and proficient at research; able to maintain accurate, relevant financial data in spreadsheets. |

Contract Terms & Benefits

| | |
|--------------------------------------|--|
| Job Title | Individual Giving Manager |
| Reports to | Head of Development & Communications |
| Contract type | Full time permanent employment |
| Rate of pay | £28,000 a year (£2,333 a month before taxes and other payroll deductions) |
| Working hours | 35 hours a week Monday to Friday, 7 hours a day excluding lunch breaks. Core office hours are 10am-4.30pm, with start and finish time flexible around these core hours. Some evening work will be necessary, for example attending board meetings. Any overtime to be agreed in advance and compensated through time off in lieu (TOIL). |
| Probation period | 6 months (as for all permanent positions) |
| Notice period after probation | 8 weeks |
| Annual leave allowance | 28 days including Christmas closure period plus public holidays |

Contract Terms & Benefits

| | |
|--|--|
| Location & flexible working | Hybrid: combining office based in Kentish Town North London with some home working and some London-wide and occasional national travel. We are open to discussing various ways of working flexibly. |
| 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 has been designed to be wheelchair accessible throughout and all spaces can be accessed step-free. |
| 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 (taxed at source: 4% is deducted from staff pay, with the remaining 1% claimed from HMRC by Scottish Widows and added on the staff member's behalf) |
| Other benefits | Employee Assistance Programme, training budget, theatre ticket scheme, cycle to work scheme. |
| Pre-work checks | Two satisfactory references; Evidence of right to work in the UK; Basic Level DBS check - see below. |

Contract Terms & Benefits

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](#). You might want to make use of [Unlock's Disclosure Calculator](#), to find out if a criminal record needs to be disclosed in this instance. 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 uploading your CV, answering some questions in an application form, and a few short questions in our application portal. The application form is downloadable alongside this pack.

Alternatively you can submit a shorter application form alongside your CV and answer the main questions in a series of short videos. 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 make and submit your video answers, along with the shortened application form.

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. There is a link to the monitoring form in the application form.

In the application form, you will be asked whether you would like your application to be considered under our positive action policy – 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, once you are ready to upload your completed form and CV to submit your application, the link below will take you to our application portal.

How to apply for this role

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.

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

Link for submitting applications: <https://cleanbreak.peoplehr.net/Pages/JobBoard/Opening.aspx?v=a298a237-2a61-4a0d-a0da-af5251587522>

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

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
- Provided relevant information in their CV on their work history and training & qualifications without significant unexplained gaps
- Scored 'met' for all criteria tested in the application form /video application questions

The panel will first allocate interview slots to candidates who meet the minimum criteria and have asked us to apply our positive action policy.

The remaining interview slots will be allocated to candidates who have scored most strongly across the questions in the application form. This will mean scoring at least 'met' on each criteria tested, and will most likely mean scoring 'strongly met' in some areas.

All applicants will be contacted by end of Friday 14 October whether they have been shortlisted or not.

For those selected for interview, we always share the names of the interview panellists 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 | Friday 23 September, 12pm midday (see our website for details of how to sign up) |
| Application Deadline | Monday 10 October, 12pm midday |
| Shortlisting Complete | End of Friday 14 October |
| First interview | w/c 17 October |
| Second interviews | w/c 24 October |
| Start date | As soon as possible |

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

Registered charity number 1017560
Company number 2690758

