

Development and Members Administration Volunteer

Organisation Name	Clean Break Theatre Company
Organisation Overview	Clean Break provides Theatre and writing based opportunities, including workshops from our studios in Kentish Town NW5 for women who have been through the Criminal Justice System or women at risk of offending with drug/alcohol and/or mental health needs. We work in a safe, women-only environment, creating opportunities for women to develop personal, social, artistic and professional skills.
Directions	Buses: 46, 88, 134, 214, 393 Tube: Kentish Town (northern line) Overground: Kentish Town West
Role Title	Development and Members Administration Volunteer
Responsible to	Development Manager
Purpose/summary of role	We are currently looking for a female volunteer to assist with general administration for the Development and Members Teams. This is an opportunity for an individual looking to build their administrative skills across fundraising, marketing and participation support, as part of a lively, dedicated team. They will be supported by staff members to develop their administrative, research, design and evaluation skills.
Description of tasks	Assisting with basic administration across the Development and Members Teams. Creating internal and external marketing materials, including poster and flyer design. Support with administration of events, including support of guest lists and invites. Support the Members Team in completing project evaluations, collating participant numbers, and presenting information. Supporting communications with Clean Break Members including letters, emails, texts and internal sign-up sheets and registers, and responsibility for the Members' noticeboard.
Time Commitment	Flexible, part-time 1 day per week, ideally Monday, Tuesday or Wednesday.
Skills and Qualifications	Experience in administration and/or willingness to learn new skills Enjoy working as part of a team Friendly manner, welcoming and efficient Enthusiasm, patience and respect for others Ability to work using own initiative Good communication skills Good IT skills, including Word, Outlook, and Excel An understanding of confidentiality and maintaining boundaries Working in compliance with policies and procedures

Disabled access	Yes. Wheelchair accessible
Training and Induction	Yes. You will be given an induction training into various aspects of the work and supported throughout by the Development & Communications and Members team.
Expenses	Yes. Travel and Lunch
Recruitment Method	CV, Interview, reference trial period Enhanced DBS The post is open to candidates who identify as female only (exempt under the Equality Act 2010 Schedule 9, Part 1)
Contact information	Samantha McNeil- Volunteer Coordinator 2 Patshull Road Kentish Town London NW5 2LB Tel: 020 7 482 8621 Email: samantha.mcneil@cleanbreak.org.uk Web: www.cleanbreak.org.uk