

**Development and Members Administration Volunteer**

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| **Organisation Name** | Clean Break Theatre Company |
| **Organisation Overview** | Through theatre workshops and projects in prisons and in the community which build confidence, resilience and wellbeing, we transform the lives of women who have experienced the criminal justice system or who are at risk of entering it. 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](mailto:Samantha.mcneil@cleanbreak.org.uk)  Web: www.cleanbreak.org.uk |