

**Female Admin and FOH Volunteer**

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| 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 | Female Admin and FOH volunteer |
| Responsible to | Receptionist and Volunteer Coordinator |
| Purpose/summary of role | We are currently looking for female volunteer to support on building based projects, administration and FOH |
| Description of tasks | Being the first port of call to our members and visitors to the building  Varity of different tasks  Project management  Research  Relationship building with external organisation  Practical work  Basic DIY  Setting up rooms  Tidying up  Front of House- answering intercom, taking messages (in person or via phone)  Additional admin support for the CB staff  Helping to provide great customer service to our reception desk |
| Time Commitment | Flexible, part-time  Wednesdays |
| Skills and Qualifications | Must have some experience in administration  Enjoy working as part of a team  Friendly and welcoming  Reasonably fit  Willing to work out of doors in all weather conditions |
| Disabled access | Yes. Wheelchair accessible |
| Training and Induction | Yes. You will be given an induction training into the various aspect of the work |
| Expenses | Yes. Travel and Lunch |
| Recruitment Method | CV, Informal discussion, reference trial period, DBS Enhanced  The post is open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1)  We are committed to inclusion and equal opportunities in the workplace and we actively encourage applicants from all backgrounds, of different ages, social and economic backgrounds, religions and sexual orientations, and from people with and without disabilities.  Perspective volunteers who are currently underrepresented in our company, who meet the specification, will be guaranteed an interview. Please do contact us to discuss any access requirements or support need you may have. |
| 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 |