

# CLEAN BREAK

## Communications Volunteer (women only)

Organisation Name	Clean Break Theatre Company
Organisation Overview	<p>Clean Break provides theatre and writing based opportunities, including workshops from our studios in Kentish Town NW5 for women who have experience of the criminal justice system, or who are risk of entering it.</p> <p>We work in a trauma-informed, women-only environment, creating opportunities for women to develop personal, social, artistic and professional skills.</p> <p><i>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).</i></p>
Directions	<p>Buses: 46, 88, 134, 214, 393</p> <p>Tube: Camden Town (northern line)</p> <p>Train: Kentish Town</p> <p>Overground: Kentish Town West</p>
Role Title	Communications Volunteer
Responsible to	Communications Manager
Purpose/summary of role	<p>Clean Break's Communications team are looking for a volunteer to support the upkeep of their social media channels and website. You will be working with our Communications Manger to plan, write, design and schedule social media and website content. We use our digital platforms to:</p> <ul style="list-style-type: none"> <li>• Promote our artistic work and training opportunities</li> <li>• Spread the word about our Members programme</li> <li>• Support and comment on campaigns which support women who are criminalised</li> <li>• Fundraise</li> <li>• Advertise recruitment</li> <li>• Raise the profile of Clean Break</li> </ul> <p>The tools and platforms we use are:</p> <ul style="list-style-type: none"> <li>• Hootsuite</li> <li>• Microsoft Office 356 (including Planner)</li> <li>• Canva</li> <li>• Adobe</li> <li>• X</li> <li>• Facebook</li> <li>• Instagram</li> <li>• Linkedin</li> <li>• Django (website CMS)</li> </ul>

	You don't need experience in using all these tools, just a willingness to learn!
Description of tasks	<ul style="list-style-type: none"> <li>• Drafting copy</li> <li>• Simple design for social media graphics</li> <li>• Scheduling and posting social media content</li> <li>• Video editing (optional)</li> <li>• Opportunities to support project-based work</li> </ul>
Time Commitment	We are looking for someone to be able to support us for between 4 – 7 hours a week.
Skills and Qualifications	<ul style="list-style-type: none"> <li>• No qualifications needed</li> </ul> Skills: <ul style="list-style-type: none"> <li>• Confident writing in English</li> <li>• A good eye for design</li> <li>• Ability to manage a schedule</li> <li>• Ability to take initiative</li> <li>• Understanding of the importance of organisational reputation</li> <li>• Knowledge and interest in either theatre, the arts, women's sector or supporting people with experience of the criminal justice system</li> </ul>
Disabled access	Yes. Wheelchair accessible
Training and Induction	You will be trained and inducted by our Communications Manager
Expenses	Yes. Travel and Lunch
Recruitment Method	CV, informal discussion reference, trial period, DBS Basic The post is open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1)
Contact information	Samantha McNeil - Volunteer Manager 2 Patshull Road Kentish Town London NW5 2LB Tel: 07940527869 Email: <a href="mailto:volunteering@cleanbreak.org.uk">volunteering@cleanbreak.org.uk</a> Web: <a href="http://www.cleanbreak.org.uk">www.cleanbreak.org.uk</a>