



## Female Research Volunteer

Organisation Name	Clean Break Theatre Company
Organisation Overview	Clean Break uses theatre to keep the subject of women in prison on the cultural radar, helping to reveal the damage caused by the failures of the criminal justice system. Through our unique work, we raise difficult questions, inspire debate, and help to effect profound and positive change in the lives of women with experience of the criminal justice system.
Directions	Buses: 46, 88, 134, 214, 393 Tube: Kentish Town (northern line) Overground: Kentish Town West
Role Title	Female Archive Volunteer
Responsible to	Volunteer Coordinator and Heritage Project Manager
Purpose/summary of role	We are currently recruiting for female volunteers to assist on setting up an archive of Clean Break's work for the company's 40 <sup>th</sup> anniversary.
Description of tasks	Sorting through archival materials relating to the company's artistic, educational and organisational history, identifying material that is relevant to include in the archive. This will be supported by trained staff and skills development.
Time Commitment	Flexible, part-time for 3 months (May-July) Thursday and Fridays 2-5pm
Skills and Qualifications	Experience in administration Researching Analysing information Enjoy working as part of a team Ability to work on own initiative Friendly manner, welcoming and efficient Enthusiasm, patience and respect for others Good communication skills Good IT skills including Word, Outlook Express and Excel (if necessary) An understanding of the importance 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 the various aspect of the work.
Expenses	Yes. Travel expenses covered

Recruitment Method	<p>CV, informal interview, reference trial period, DBS</p> <p>The post is open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1)</p> <p>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.</p> <p>Applicants 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.</p>
Contact information	<p>Samantha McNeil- Volunteer Coordinator</p> <p>2 Patshull Road</p> <p>Kentish Town</p> <p>London</p> <p>NW5 2LB</p> <p>Tel: 020 7 482 8621</p> <p>Email: <a href="mailto:Samantha.mcneil@cleanbreak.org.uk">Samantha.mcneil@cleanbreak.org.uk</a></p> <p>Web: <a href="http://www.cleanbreak.org.uk">www.cleanbreak.org.uk</a></p>