

**CLEAN  
BREAK**



**Individual Giving Manager  
Recruitment Pack**

# Welcome

**Thank you** for your interest in the role of Individual Giving Manager at Clean Break.

In line with all Clean Break appointments, the position is open to **women only** (exempt under Equality Act 2010 Schedule 9, part 1).

This role is responsible for maintaining and increasing support from individual donors, working strategically to nurture relationships, identifying new prospects and creating imaginative fundraising campaigns and events.

We're looking for an excellent communicator with a strong understanding of what inspires individuals to support a charity like Clean Break, and great ideas for keeping our donors engaged.

The ideal candidate is someone who loves crafting new initiatives and campaigns but who also understands the importance of excellent database management and well-informed research.

We strongly believe that your lived experience enhances what you bring to a professional setting. We want women from a broad range of diverse backgrounds with a cross section of skills, experiences and narratives to extend and develop how we work.

We are particularly interested in hearing from

- women with personal experience of the criminal justice system (including former prisoners, probation clients, and/or women cautioned by the police)
- Black, Asian and ethnically diverse women
- Women from a low socio-economic background
- women who identify as D/deaf or disabled.

These women are underrepresented in the UK's cultural workforce, including in our charity, and we know that many face barriers when looking to join it. We want to change this.

As ever at Clean Break, if you tell us that you have personal experience of the criminal justice system or that you identify as D/deaf or disabled, and you have demonstrated in your covering letter that you meet the Person Specification, you will be invited for interview.

Good luck with your application and we look forward to hearing from you.



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**ARTS COUNCIL  
ENGLAND**



## What we do and why

**Clean Break** is a women's theatre company, founded in 1979 by two women prisoners who believed in the power of theatre to transform lives.

Our **vision** is of a society where women can realise their full potential, free from criminalisation.

We pursue this vision

- by producing ground-breaking theatre which puts women's voices at its heart and creates lasting change by challenging injustice in and beyond the criminal justice system
- through theatre workshops and projects in prisons and the community which build confidence, resilience and wellbeing, transforming the lives of women who have experienced the criminal justice system.

At the very centre of our work are our Members: women aged 17 and above who have lived experience of the criminal justice system, or are at risk of offending due to drug, alcohol or mental health issues. We offer them a foundation of learning and skills in theatre performance, creativity and wellbeing, and opportunities to engage in professional, public facing performance projects.

Six **values** underpin how we work:

Creativity, Change, Courage, Compassion, Collaboration, Equity and Fairness.

We are sector leaders in our field, winners of the 2016 Longford Prize for penal reform; 2017 Tonic Theatre Award for diversity in the arts; listed in the top 100 of the Big Issues Changemakers and The Stage 100's most influential in 2020.

Independent research has found that Clean Break is an often-transformational experience for highly vulnerable women: just 5% of Members reoffend.

In and beyond theatre, over 70% of Members progress into education, employment and volunteering. This compares to 73% who have not worked for three years or more before joining, and a quarter who have no qualifications.

*"[Clean Break] has changed my life; there's no two ways about that. It has given my life direction, purpose, and reason."* **Clean Break Member**

## Our activities in 2020

In early 2020, we were busy producing theatre plays, alongside our regular programme of community workshops and projects.

Productions included: ***Inside This Box*** by Yasmin Joseph, performed by Clean Break Young Artists at Arcola and Omnibus Theatres; ***Not Pretty Like The Rainbow***, by Clean Break Member Daisy King, performed by Clean Break Members in a range of settings; and ***Sweatbox*** by Chloë Moss performed on tour in a prison van.

Since the Covid-19 crisis began, Clean Break has been working to ensure that our community remains visible and heard.

In the early months of the pandemic, we moved much of our Member support and workshop delivery online and launched two collaborative projects.

*2 Metres Apart* commissioned twelve writers from our theatre artist community and twelve of our Member artists to work in pairs, meeting digitally to work creatively, share ideas and see what arose. Three blogs describing this experience can be read here <https://www.cleanbreak.org.uk/news/2-metres-apart/>

*Write 2 Connect* was a letter writing project connecting women in prison with women in the community. A short film and some of the letters, document the project here <https://www.cleanbreak.org.uk/news/write-2-connect/>

In September, with a raft of safety measures in place, we re-opened our doors in Kentish Town, with a small staff team providing much-needed face to face support alongside health & wellbeing and theatre workshops for some of our Members. We are continuing to explore how we can deliver work in new ways to reach our community and audiences.

# JOB DESCRIPTION

Reports to	Head of Development & Communications
Contract type	Full time, permanent employment
Working hours	35 hours a week plus occasional evening commitments
Salary	£28,000 a year
Probation period	6 months
Notice period after probation	2 months
Holiday allowance	28 days, including 3 days usually taken during Christmas closure period, plus public holidays
Location	Normally office based in Kentish Town North London with occasional London-wide and national travel. However, due to Covid-19, this role is likely to be home based initially, like many of our team.
Pension scheme	Scottish Widows pension scheme: Clean Break will contribute 3.5% of your salary when you contribute at least 3% of your net salary
Other benefits	Bike 2 Work scheme; Employee Assistance Programme
Pre-work checks	Two satisfactory references Evidence of right to work in the UK Basic Level DBS check

Detail from our policies on Equality & Diversity and Criminal Records Disclosure is provided at the end of this Pack.

## Job purpose

The Individual Giving Manager is responsible for maintaining and increasing support from individual donors, working strategically to nurture relationships, identifying new prospects, and creating imaginative campaigns and events.

They also support the senior team with securing major gifts from individuals.

## Responsibilities

### Existing and potential supporters

- Manage the relationships with all existing individual supporters, providing high quality donor management through regular communications, engagement and events



- Manage and develop a Friends Membership Programme; a tiered giving scheme which allows donors to support at different levels
- Ensure that all donations are paid as pledged, creating a renewal strategy for each donor and reporting the impact of their support
- Build a pipeline of new prospects and supporters through research, identification, cultivation and solicitation. This will include working strategically with the Head of Development & Communications, Trustees, Development Committee members, and other members of the Clean Break team

### **Campaigns and initiatives**

- Create, implement and manage online fundraising campaigns such as event challenges and The Big Give
- Develop a legacy giving strategy, stewarding pledgers and managing legacies received
- Work with the Head of Development & Communications in developing new individual fundraising initiatives, for example around syndicates, capital, endowment and international fundraising
- Support the Head of Development and Leadership Team with major donor prospecting, solicitation and stewardship, seeking major gifts of £5,000+ where appropriate

### **Events**

- Deliver a programme of individual supporter events – both live and digital - creating opportunities for cultivation, engagement and stewardship
- Project manage these events to deliver a high-quality experience to guests

### **Systems, tools and compliance**

- Create and manage print and online communication tools for effective recruitment and relationship management
- Ensure finance team have accurate, timely information on income and cashflows
- Ensure that the database (Donorfy) and all donor records are kept up to date

- Ensure compliance with the Data Protection Act 2018 (GDPR) and Fundraising Code of Practice
- Maintain confidentiality and adhere to other Clean Break codes of practice and policies

### Culture and values

Contribute positively to the company culture by

- upholding and celebrating the company's values
- demonstrating and encouraging excellent communication with colleagues
- engaging positively with team development initiatives, wellbeing and social activities
- getting involved with the recruitment and welcome of new colleagues, volunteers and trustees
- participating in our actions to improve equality of opportunities for women and to become an Anti-Racist organisation

### Other

- Carry out other duties as reasonably required

## PERSON SPECIFICATION

We are looking for someone with the following skills, experience, knowledge and qualities:

- **Insight:** an understanding of what inspires individuals to support at a range of levels: from joining a Friends scheme to making a major gift
- **Regular giving:** experience of delivering Friends Schemes or other structured regular giving programmes
- **Engagement:** a track record of developing and overseeing effective funder communications and engagement activity (e.g. cultivation events, managing newsletters and other communications)
- **Tax & Compliance:** an understanding of the impact of tax effective giving, data protection and the Fundraising Code of Practice on this work
- **Digital:** knowledge of how to deliver successful online fundraising campaigns

- **Creativity:** able to demonstrate an imaginative approach to launching new initiatives or campaigns or events
- **Relationships:** the ability to communicate effectively and build positive, productive relationships with colleagues and supporters
- **Core skills:** organised and proficient at data management, numeracy and research
- **Focus:** the ability to set and achieve targets within a busy working environment
- **Social Justice:** a passion for social justice and for improving the lives of women with experience of the criminal justice system
- **Theatre:** belief in the power of theatre to transform lives

# MAKING AN APPLICATION

## Before you apply

We want everyone who believes they meet the person specification on the previous page to feel comfortable and confident in applying for this role. It is our responsibility to make the application process accessible, so if you require the pack or any further information in a different format please email [recruitment@cleanbreak.org.uk](mailto:recruitment@cleanbreak.org.uk)

If you have any questions before applying, please contact [recruitment@cleanbreak.org.uk](mailto:recruitment@cleanbreak.org.uk) with the email title **IGM question**.

## How to apply

Application for this role is by submitting a CV and letter of application. Your letter should address how you meet the person specification and should be no longer than two pages.

Please save your CV and letter as a single PDF document with the following filename:  
**Firstname Surname – IGM**

Once you are ready to submit, the link below will take you to our application portal.

You will also be asked to confirm that you are a woman, that you have the right to work in the UK, and that you understand this any job offer will be subject to references and a Basic Level DBS check.

You will be asked to complete some equal opportunities questions. Your answers are to help us understand how we are doing in attracting and considering a broad range of candidates. The shortlisting panel will see whether you've said you have experience of the



criminal justice system or whether you identify as D/deaf or disabled – so that they can invite you to interview in line with our policy. They will not have access to any other equal opportunities answers you give.

After this, you will be prompted to upload your CV and letter.

**Link for submitting applications:** [IGM Application Portal](#)

You will receive an automated email response confirming that your application has been successfully submitted.

## Next steps

Our shortlisting panel will select the applicants they would like to meet for interview, focusing on the applications which most strongly demonstrate the skills, experience and qualities we are looking for.

All applicants will be contacted by **6pm on Monday 23 November** whether they have been shortlisted or not. We are sorry that we are not able to offer individual feedback to applicants who are not shortlisted.

For those selected for interview, interviews will be conducted on Zoom, and we will send the names of the panel in advance. If you have access needs, we will meet them.

All applicants interviewed but not moving forward to the next stage will be offered individual feedback.

## Key Dates

<b>Application Deadline</b>	6pm, Monday 23 November
<b>Shortlisting Complete</b>	6pm, Friday 27 November
<b>First Interview</b>	week of 30 November
<b>Second Interview</b>	week of 7 December
<b>Ideal start date</b>	week of 4 January 2021

# CRIMINAL RECORDS DISCLOSURE POLICY

Clean Break welcomes applications from ex-offenders for all posts. Criminal records will only be taken into account for recruitment purposes when the conviction is relevant.

This post involves access to financial data and systems and working within a building where the safety of everyone on site is essential. For this reason, we will request a Basic Check from the Disclosure & Barring Service (DBS) after any conditional offer of employment for this role, before a final recruitment decision is made.

A Basic Check contains details of an individual's convictions and conditional cautions considered to be 'unspent' under the terms of the Rehabilitation of Offenders Act 1974. Under the Act, eligible convictions or cautions become 'spent' after a specified period of time known as the 'rehabilitation period', the length of which varies depending on how the individual was dealt with.

Even where a Check discloses relevant information, this information will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). Disclosure information **will be interpreted fairly** and discussed openly with you in order to assess job-related risks.

## At application stage

Clean Break strongly supports the Ban The Box campaign (<https://www.bitc.org.uk/employment/>). Since we go further through our policy of actively encouraging applications from women with lived experience of the criminal justice system, we do ask applicants to tell us if they have personal experience at application stage.

We ask a simple yes/no question during the application submission process, in order to fulfil our commitment to offer an interview to all candidates disclosing lived experience of the criminal justice system who demonstrate that they meet the Person Specification. Your answer to this question is therefore made available to the shortlisting team as well as being available to a small number of staff members with designated HR responsibilities.

It is important that we give you the opportunity to provide any other information you wish to draw attention to that may improve our understanding of your situation and support fair decision-making.

If you would like to meet with the relevant manager to discuss a disclosure before an interview or following a provisional offer of work, please contact Clean Break on 020 7482 8600 and ask to speak to the Hiring Lead for this position. Alternatively, written details and dates can be submitted in confidence to the Hiring Lead in an envelope marked 'Private and Confidential'.

The interview stage in the selection process will always be focused on assessing the applicant's relevant skills, experience, knowledge and qualities - their ability to do the job. Applicants will be judged on merit, with reference to the Job Description and Person Specification.

### **Following a job offer**

Clean Break currently uses Disclosure Services ([disclosureservices.com](https://disclosureservices.com)) to carry out DBS checks following a conditional offer of employment.

Information provided by Disclosure Services will be given directly to a staff member with designated HR responsibilities. If the information disclosed is considered to be relevant to the offer of employment, the HR staff member will bring it to the attention to of the Line Manager for the role and the Executive Director, for further discussion, and we will inform you.

In line with the DBS code of practice, during any further discussion we will take into account the seriousness and nature of any offence, the length of time since the offence was committed, the circumstances surrounding the offence and any explanation offered by you.

Under the Data Protection Act, specific safeguards apply to personal data relating to criminal convictions and offences, which are factored into Clean Break's Data Protection and Confidentiality Policies and Procedures.

**If you have questions about our approach, please contact us by emailing [recruitment@cleanbreak.org.uk](mailto:recruitment@cleanbreak.org.uk)**

# EQUALITY & DIVERSITY POLICY

## Our Principle Commitments

Clean Break is an equal opportunities employer. We oppose all forms of discrimination and believe that all people, regardless of their identity or membership of any group, deserve to be treated equally, consistently and fairly.

We aspire to deliver consistently good practice and to set a high standard of equal opportunities within our service delivery; employment and volunteering; Board and advisory group structures; building and physical access and with the partnerships we forge.

In the case of Clean Break itself, we work with women who have personal experience of the criminal justice system and those at risk of offending as a result of their mental health distress and/or drug/alcohol use. In light of this, we employ only women to deliver our services in accordance with our exemption under The Equality Act 2010, Part 1, Schedule 9.

We recognise that many women are excluded from areas of society (such as employment, services, education) because of society's prejudice and discrimination. Women experience additional discrimination on the grounds of their race, colour, ethnic or national origins, gender, gender reassignment, disability, sexuality (the legislation uses the term "sexual orientation" but this policy will use the term "sexuality" instead), age, political beliefs, religious beliefs, trade union membership, economic status or class, offending background, marital status or family circumstances. As a Company, our particular priority is working with women who have experience of the criminal justice system and those at risk of offending as a result of their mental health distress and/or drug/alcohol use.

Within the parameters of the Company's mission, we are committed to being an inclusive organisation which reflects and values the diversity of the women that we work with. We recognise the significant benefits to the Company of working with a diverse team of women. We actively seek the creativity, excellence and different perspectives that individuals of all backgrounds and abilities bring to our work, which is enriched through collective experiences.

We strive to embrace and celebrate a broad definition of diversity within the framework of existing legislation, and to define and prioritise specific actions for improvement and training needed within our organisation. Clean Break is committed to consulting with women beneficiaries (our Members) in relation to new policy development, actions and activities. We will bring new policies and policy revisions to our Members for discussion and set up forums, where appropriate, to consult on particular actions and activities.