

CLEAN / 40 BREAK

FORTY YEARS OF CHANGING LIVES AND MINDS



Image: Tracey Anderson

Heritage Project Manager Recruitment Pack



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**ARTS COUNCIL
ENGLAND**



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Dear Applicant

Thank you for your interest in the Heritage Project Manager post at Clean Break.

I have pleasure in enclosing the recruitment pack which includes the following:

1. [Background information about Clean Break](#)
2. [Job description, person specification and terms and conditions](#)
3. [Equality and diversity policy statement](#)
4. [Disclosure and barring service checks statement](#)

Please advise us if you require a copy in large print or an alternative format.

Here are the key dates:

Closing date: noon, Monday 25 March 2019

Interview date: Monday, 1 April 2019

To apply, please read the whole application pack including the Job Description and Person specification and use the link at the end to apply through the online application form.

Please note, you should use the subheadings in the person specification to talk through your relevant experience. Those submitting only CV's or a cover letter will not be shortlisted.

Diversity is one of our core values at Clean Break. We strongly believe that your lived experience is a vital part of who you are and enhances what you bring to a professional setting. We actively encourage women from a variety of backgrounds with a cross section of skills, experiences and narratives to extend and develop how we work. We are particularly interested to hear from women of colour and women who are underrepresented in the theatre sector and, as ever at Clean Break, if you have personal experience of the criminal justice system and can demonstrate that you meet the essential criteria, you will be invited for interview.

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

Best wishes

Anna Herrmann

Joint Artistic Director

Clean Break, 2 Patshull Road, London NW5 2LB | 020 7482 8600

www.cleanbreak.org.uk | [@CleanBrk](https://www.facebook.com/cleanbreak) | www.facebook.com/cleanbreak

www.instagram.com/cleanbrk/ | www.youtube.com/user/CleanBrk

1. COMPANY INFORMATION



House by Somalia Seaton

Clean Break – history and future

Producing groundbreaking theatre which puts women's voices at its heart and creates lasting change by challenging injustice in and beyond the criminal justice system.

Theatre company Clean Break is renowned for its track record of producing unforgettable theatre that speaks truth to power. The company has led the way over its four decades in producing new plays with women writers, actors and creatives at the heart of the work. Founded in 1979 by two women prisoners who believed that theatre could bring the hidden stories of imprisoned women to a wider audience, it has remained true to these roots: continuing to inspire playwrights and captivate audiences with award winning theatre on the complex theme of women and crime. The company's leadership within the theatre sector was recognised recently with a Tonic Theatre award - for Clean Break's dedication to changing women's lives through theatre and commitment to new writing.

Clean Break's new refreshed mission underpins our new business model together with our refreshed organisational values: *Creativity, Change, Courage, Compassion, Collaborative and Equity & Fairness.*

The company's new business model will deliver a coherent and integrated theatre offer. There will be a significant emphasis on commissioning, developing and producing increased work, collaborating with a range of partners nationally to reach more audiences. One of the most exciting developments, is the company's Members (women with lived experience of criminal justice who have trained with us) being at the heart of future productions as performers, writers and in backstage roles. This is part of the company's commitment to placing Members' voices centrestage which will also see them co-designing and delivering work together with professional artists and partners through responsive and nimble "interventions" in response to issues affecting women in criminal justice.



Amongst the Reeds by Chino Odimba

Underpinning the integrated model is a new business strategy with projects being developed and sold to increase earned income and future resilience. Central to this is the company's building, a freehold former piano factory in Kentish Town North London which was refurbished in 1998 as offices, four studios and garden and which delivers a vibrant programme of hires and rental income. This asset, combined with the company's leadership expertise (training and professional development), and improved performance through producing deals and at the box office will enhance our earned income and enable us to amplify development income. A smallscale capital project is planned in years 3 and 4 of the Business Plan to improve the estate and maximise revenue.

We are excited about our new business model. This sees us collaborating with leading theatres across the country, which promises: a significant audience growth for the company; stronger impact within the wider theatre industry for women artists, with a particular emphasis on intersectionality; the development of fresh talent; and the opportunity to increase our reach, through great theatre, to create lasting change for women's lives in and beyond the criminal justice system.

Heritage Project:

The history of Clean Break and of the women with which we engage is largely untold. These are stories of inequality and disadvantage but also of triumph and overcoming the odds. Our stories, which encapsulate race, class and poverty, sit at an intersection between the history of women, theatre, the criminal justice system and politics. Our heritage is of national significance, in that it tells of individual women's experiences alongside the changing context of criminal justice policy and practice over the last 40 years. Equally as a women-only organisation born out of the second wave of feminism and still relevant and necessary 40 years later, our heritage tells a broader story of the progress and challenges facing gender equality in the UK. As we celebrate our 40th anniversary in 2019, we want to collate, celebrate and amplify our rich and complex history whilst also using it as a platform to create new theatre which continues to ask vital questions and engages the public in addressing the kind of society we want to live in today.

The project commences in Spring 2019 and runs through the anniversary year and into 2020, culminating with an exhibition in the Autumn. This project is funded by The National Lottery Heritage Fund, and some project elements also coincide with projects funded through Big Give and The National Lottery Community Fund.

2. HERITAGE PROJECT MANAGER JOB DESCRIPTION

Job title	Heritage Project Manager
Reports to	Joint Artistic Director – Anna Herrmann
Working hours	21 hours per week

Job purpose

The Heritage Project Manager will lead the Company's 40th Anniversary Heritage Project, which will commence in spring 2019 and run through to late autumn 2020. The project begins with the sorting and cataloguing of archival materials, working closely the Volunteer Coordinator, a team of volunteers and other Clean Break staff and freelancers. The Heritage Project Manager will support the creation and dissemination of the archive, working with our archive partners Bishopsgate Institute. Through our 40th anniversary celebrations this project will also include public engagement activities, including exhibitions, digital output, lectures, and a creative response piece by our Members.

The project will provide volunteering opportunities for our Members (women with lived experience or at risk of criminal justice) and those from the local community.

Key responsibilities

- 1 Lead a varied programme of activities and events (supported by the producing team) that increases public awareness of and involvement in the history / heritage of Clean Break theatre company as it celebrates its 40th Anniversary.
- 2 In collaboration with Bishopsgate Institute (our archive partner), introduce and instruct on the use of suitable methods of archival preservation (physical and digital), appropriate to the nature of the material and organisation, and within the context of national standards for preservation, to staff and volunteers.
- 3 Work closely with a group of Volunteers, recruited and supported in partnership with the Volunteer Coordinator at Clean Break in the use of heritage materials for the first time; providing training and supervision for staff and volunteers to identify the most useful artefacts for cataloging in the archive that will sit at Bishopsgate Institute.
- 4 Facilitate the relationship with Bishopsgate Institute, who will house the Clean Break archive; project managing the transfer of archival materials for

sorting/cataloguing.

- 5 Connect with individuals and agencies relevant to the company's heritage who hold potentially valuable historical material, identifying what should be documented or added to the collection and negotiating that as required.
- 6 Support Clean Break Members to undertake archival research relating to interpretation activities and wider artistic projects.
- 7 Working with a curator and Clean Break staff team, lead on the identification of content and project manage the creation of two exhibitions; a mobile exhibition in summer 2019 and a larger exhibition in a gallery setting in 2020.
- 8 Coordinate the capture of at least 20 oral histories, working with Volunteers and staff to disseminate these digitally.
- 9 Identify suitable content to be included in a digital interactive timeline and suggest improvements to digital platforms where that history is shared, working with external designers and Clean Break's Digital Communications Coordinator.
- 10 Identify and act on opportunities that arise to share and interpret the archive for new audiences during the course of the project.
- 11 Facilitate requests by researchers, academics, artists to access the Clean Break archive during the project, as is practical depending on progress.
- 12 Project manage as the Project lead, including producing realistic and deliverable project schedules, clear project plans, budgets and milestones. Reporting and supporting good communication across the organisation on the progress of the project.
- 13 Undertake ongoing monitoring, data collection, processing and evaluation of the project in order to facilitate stakeholder reporting with the Development Team, in particular The National Lottery Heritage Fund.
- 14 Carry out other tasks as reasonably required for the completion of the project.

Other

- 15 Maintain confidentiality and adhere to other Clean Break codes of practice, including Health & Safety.

- 16 Maintain active and dynamic communications across the staff team about the progress of the archive project and activities.
- 17 Respond to requests for regular information and updates for the company website and social media activity from the Marketing team.
- 18 Play an active role in ensuring equality of opportunity, in accordance with the company's equality and diversity policy and action plan.
- 19 Enter professional commitments and weekly plans including meetings, visitors, work off-site, TOIL and annual leave as agreed, in order to maintain the company diary and room schedule.
- 20 Carry out other tasks as reasonably required by the Joint Artistic Director.

3. HERITAGE PROJECT MANAGER PERSON SPECIFICATION

You will have most or all of these and be able to evidence them in your application/at interview:

Essential

- At least 1 years' experience delivering a heritage project, including creation of exhibition/presentation of archival work
- Experience of engaging and managing volunteers in achieving project outputs
- Knowledge of working with an established archive/heritage institution and its systems
- Interest in and understanding of the arts/theatre and its history
- Ability to work to deadline providing high quality and accurate outputs
- Ability to prioritise, be self-sufficient and show initiative, whilst understanding the need to manage expectations
- Ability to work alone and within a team
- Good level of computer skills including email and Word processing
- Strong relationships and understanding of the key networks and opportunities for Clean Break to tap into in relation to archive and heritage
- Experience of budget-control
- Experience of resolving problems creatively
- Experience of coming into contact with a wide range of people in a working environment
- Conscientious and good attention to detail
- Excellent communication skills – written and verbal

Desirable

- Understanding of the needs of women with experience of the criminal justice system, and/or of addiction and mental ill-health
- Qualification or accreditation in heritage / archive work
- Experience in theatre or arts environment
- Experience of oral history projects
- Experience of digitally presenting heritage materials
- Experience or knowledge of working on a National Lottery Heritage Fund funded project

In line with all Clean Break appointments, the post is:

- Open to women only (exempt under Equality Act 2010 Schedule 9, part 1)
- Subject to a Right to Work check
- Subject to a DBS check

Applications are actively encouraged from black and minority ethnic women. Applicants who state they have personal experience of the criminal justice system or are disabled, who meet the essential person specification, will be guaranteed an interview.

Terms

Salary	£25,000 per annum (pro-rata of part time working)
Working hours	21 hours per week
Contract	Fixed term from May 2019 – end of January 2021 (21 months to deliver and report on project)
Annual leave	28 days leave plus bank holidays, includes 3 days at Christmas (pro rata of start date and part-time working)
Pension scheme	Scottish Widows pension scheme: Clean Break will contribute 3.5% of your salary when you contribute at least 4% of your net salary
Other benefits	Company childcare vouchers scheme; staff training and development scheme; Bike 2 Work scheme; Employee Assistance Programme.
Location	Clean Break offices, Kentish Town North London; occasional London-wide and national travel

4. 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 develop a comprehensive action plan and provide training in specific areas of the main policy.

Clean Break is committed to consulting with women beneficiaries in relation to new policy development and project activity. We will bring annual plans to our student body for discussion and set up forums, where appropriate, to consult on particular project activity.

5. DISCLOSURE & BARRING SERVICE CHECKS STATEMENT

Clean Break aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Clean Break welcomes applications from diverse candidates, and as such welcomes applications from ex-offenders for this post. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

This post involves access to vulnerable adults and/or young people. As such, it meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, and an enhanced disclosure form is required by Clean Break before a final recruitment decision is made. An Enhanced Disclosure contains details of an individual's convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions. These are shown on a criminal records check, together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for. Criminal record 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 encourages applicants to declare any convictions, or other matters that might be relevant at application stage. If you would like to meet with the relevant Manager to discuss your disclosure prior to an interview or following a provisional offer of work, please contact Clean Break on 020 7482 8600 and ask to speak to the relevant person. Alternatively, written details and dates can be submitted in confidence to the manager responsible for the appointment using an envelope marked 'private and confidential'. Applicants are encouraged to provide any other information they wish to draw attention to that may improve understanding of their situation and fair decision-making.

The first step in the selection process will always be to assess the applicant's relevant skills, experience, qualifications and ability to do the job. Applicants will be judged on merit, as to whether they meet the requirements in the person specification.

Following a job offer

Clean Break is currently using the disclosure service for DBS checks. Your disclosure information will only be seen by the relevant Manager at Clean Break, and if it requires further discussion, it will be brought to the attention of the Executive Director. In line with the Disclosure & Barring Service's (DBS) code of practice, 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 the applicant. Criminal record information

is regarded as sensitive personal information which will be kept confidential in lines with Clean Break's Confidentiality Policy.

For further information please request a copy of our Disclosure and Barring Service Checks Policy.

[Click this link to apply for the Heritage Project Manager role.](#)