

**CLEAN  
BREAK**



**Treasurer & Trustee  
Recruitment Pack**

# Welcome!

Thank you for your interest in the voluntary position of Treasurer at Clean Break. The Treasurer plays a key role in the organisation, working closely with us as Co-Chairs, the Executive Director (Interim), the Head of Finance & Operations, and our fellow Trustees on the Board.

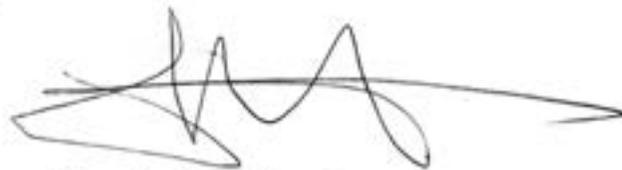
Because our work is about highlighting women's experiences and providing gender-specific services to women, all of our positions are open to women only (exception under Equality Act 2010 Schedule 9, part 1).

We are keen to appoint an experienced senior finance professional who shares our interest in and commitment to social justice, women's voices and theatre. We want everyone who believes they meet the Person Specification to feel comfortable and confident in applying for this role. We hope you will be inspired by the recruitment pack and the work we do at Clean Break [www.cleanbreak.org.uk](http://www.cleanbreak.org.uk).

**The deadline for submitting applications for this role is 12pm Friday 17 April.**

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

Best wishes,



Josette Bushell Mingo and Sarah-Jane Dent

Co-Chair of the Board

# Contents

- 2 Important Information
- 3 About Clean Break
- 5 What We Value
- 6 Role Description
- 11 Person Specification
- 12 Terms
- 13 Eligibility Checks
- 14 How to Apply & Key Dates

## Important Information

For further information please refer to the complimentary pack available alongside this document.

If you would like an informal discussion about the position before applying, please contact Anja Kulesa at [recruitment@cleanbreak.org.uk](mailto:recruitment@cleanbreak.org.uk) who will arrange a time for you to have a discussion with us or with Natasha Bucknor, Interim Executive Director.

Please advise us ([recruitment@cleanbreak.org.uk](mailto:recruitment@cleanbreak.org.uk)) if you require copy in large print or an alternative format.



## About Clean Break

Clean Break is a women-only theatre company making transformative theatre in prisons, in the community, and on stage. We were founded in 1979 by two women in prison who believed in the power of theatre to change lives and tell the stories of women in the criminal justice system.

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

Clean Break's women-only identity is crucial to our rationale. The treatment of women by the criminal justice system is one of the clearest demonstrations that our society is still unequal and that women are judged by different standards to men. This treatment is intersectional, and so equity and inclusion sit at the heart of all our work and ways of working. It is for this reason that we work in a women-only setting and use an exception allowed within the Equalities Act to employ only women in our organisation (exception under Equality Act 2010 Schedule 9, part 1).

## **Trans Inclusion at Clean Break**

As part of our commitment to anti-oppressive practices, Clean Break has historically operated as a trans inclusive women's service. In light of the Supreme Court ruling on the definition of 'woman' in the Equality Act 2010, we are currently reviewing our Trans Inclusion Policy. We send our solidarity to the trans and intersex communities at this challenging time.

The Clean Break community includes and welcomes non-binary people. At present, it is our understanding that the ruling does not impact some non-binary people's ability to participate in single-sex women's services. Due to the nature of our company, non-binary people who engage with us actively want to be part of a company that defines itself publicly as women-only. We understand that the decision to work in a women-only environment is a personal one and want to support individuals to be able to make an informed decision about whether Clean Break is right for them.

It is our belief that theatre enables women to challenge their oppression by society in general and by the criminal justice system in particular. We also recognise that the theatre industry remains a sector dominated by those from positions of privilege and power. Our mission requires us to challenge exclusion in the sector and make it a space where all women are represented and feel like they belong, can work and thrive. Having these voices is essential to the life of theatre.

# What We Value

We have core company values which guide and shape how we work:



We seek out women who share and live these values.

Our team members are passionate about social and racial justice and about improving the lives of women with lived experience of the criminal justice system. We believe strongly in the power of theatre to transform lives. We know that women's careers take many different paths for all sorts of different reasons. We support and celebrate this.



# Clean Break Treasurer Role Description

<b>Role Title</b>	Treasurer
<b>Key Relationships</b>	The Treasurer works in partnership with the Co-Chairs of the Board, Executive Director/Joint CEO, Artistic Director/Joint CEO (who together with the Head of Participation/Deputy CEO, Head of Finance & Operations, Head of Development & Communications and Associate Artistic Director make up the Senior Management Team), the Finance Committee and the Board of Trustees.
<b>Role Summary</b>	To deliver the organisation's mission through good governance, fit for purpose financial systems and deliverable financial plans through strong partnership working with staff and trustees.
<b>Terms</b>	Voluntary position for a period of one term (four years) with the option of renewal for a second term.
<b>Time commitment</b>	4-8 hours per month
<b>What we can offer</b>	Contributing to the mission, making an impact Supporting strategic delivery Team work

# Main Responsibilities

1. Chair the Finance Committee and provide regular reports to the Board of Trustees.
2. Collaborate with the Co-Chairs and Executive Director to ensure that the Board is empowered to fulfil its financial responsibilities in an informed and timely manner.
3. Work with the Executive Director and Head of Finance & Operations to ensure that the charity's finance and risk management systems are fit for purpose.
4. Work with the Executive Director and Head of Finance & Operations to develop and test robust financial plans and to monitor progress against the agreed plans.
5. Provide support and, where appropriate, professional development opportunities for the Head of Finance & Operations and other finance staff.



# Finance

## 6. Budgeting and strategic financial planning

- Support the Executive with financial planning and budgeting processes in collaboration with the Board and constructively challenge where required.
- Offer alternative scenarios, as appropriate, while evaluating strategic plans as part of the risk management process, and as part of performance and reporting scenarios.
- Support the Executive to create greater transparency and accountability to improve resource allocation in line with SORP guidelines.

## 7. Management Reporting

- Help advise on a high standard of management accounting to report regularly to the Board, wider stakeholders and to safeguard assets.



## 8. Statutory Financial Reporting

- Lead Board communications with external auditors on specific issues in the auditing process and related Board representations.
- Guide and advise fellow trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.

## 9. Reserves Policy

- Assist the charity in developing and implementing an appropriate reserves policy to safeguard the organisation's finances.
- Support the Executive Director and Head of Finance & Operations to develop a plan to rebuild reserves over the next three years.

## 10. Other financial responsibilities

- Chair Clean Break Productions Ltd and act as a Company Director (this is a trading subsidiary of Clean Break, set up for the purposes of claiming theatre tax relief on our theatre productions)
- Work in partnership, on a regular basis, with the Head of Finance & Operations, Executive Director and Co-Chairs of the Board
- Maintain an active interest in and oversight of fundraised and earned income. Engage the Head of Development and Communications in development reporting, analysis and planning at the Finance Committees.
- Act as a second authorisation for large electronic payments and applications to funders.

# General Treasurer/Trustee Responsibilities

11. Carry out governance responsibilities with fellow trustees (see more detail at the end of this pack) in accordance with our company values and the Board/Senior Management Team Compact.
12. Attend annual AGM, Quarterly Finance Committee meetings per year, and Quarterly Board meetings, plus the annual Away Day.
13. Introduce and share contacts, ideas and networks to further the mission.
14. Attend company events and performances.



# Person Specification

## Essential

- Proven ability to communicate and present financial information to members of the Board and other stakeholders such as funders
- Analytical and evaluation skills, demonstrable good judgement
- Understanding of the legal duties, responsibilities and liabilities of trusteeship
- Senior level managerial and leadership experience
- Good communication and leadership skills
- Interest in contemporary theatre and new writing
- Interest in the criminal justice system and the experience of women within this
- Commitment to the charity's mission and values and willingness to act as ambassador to stakeholders

## Desirable

- Recognised accounting qualification
- Experience of working with or for charities
- Knowledge of charity SORP
- Previous experience as a charity trustee
- Previous experience as a company director
- Skills in, and experience, of strategic planning
- Knowledge of the cultural sector

# Terms

- 1 term of four years with the option to renew for a second year
- Voluntary/unpaid (reasonable travel expenses will be reimbursed)
- Quarterly Finance Committee meetings per year
- Annual AGM meeting (usually coinciding with a Board meeting)
- Quarterly Board meetings per year, plus an annual Away Day
- Meetings are usually held in the evenings from 5pm at Clean Break, 2 Patshull Road, NW5 2LB and online
- Attendance at company events



## Eligibility Checks

- The post is open to women only (exception under the Equality Act 2010 Schedule 9, part 1)
- The post is subject to a Right to Work check in line with all of Clean Break's appointments, paid and voluntary (<https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>)
- The post is subject to an enhanced DBS check in line with all of Clean Break appointments, paid and voluntary because of the work we deliver with vulnerable adults (<https://www.gov.uk/disclosure-barring-service-check/overview>) see further information on the next page.

## DBS Checks

This role involves access to personal data and systems and visiting our building in Kentish Town, where the safety of everyone on site is essential. For these reasons, we will request a Basic Level Check from the Disclosure & Barring Service (DBS) after any conditional offer of employment.

An Enhanced Level Check will only show convictions and/or conditional cautions that are not 'spent'. For more information on how long it takes for convictions and conditional cautions to become 'spent', please refer to Nacro's guidance on the Rehabilitation of Offenders Act. You might want to make use of [Unlock's Disclosure Calculator](#), to find out if a criminal record needs to be disclosed in this instance. A criminal record, in itself, will not prevent someone from being appointed to this job.

# How To Apply

If you would like to apply, please send your CV with a covering letter (suggested length two sides of A4) addressing the key criteria on the person specification. This needs to reach us by 12pm Friday 17 April and should be sent to [recruitment@cleanbreak.org.uk](mailto:recruitment@cleanbreak.org.uk).

Our shortlisting panel will select the applicants they would like to meet for interview. The first round of interviews will be held online w/c 27 April, with second round interviews taking place at our Studios in Kentish Town w/c 11 May.

We always share the names of the interview panellists and the format of the interview in advance. If you have access needs, we will meet them.

## Key Dates 2026

<b>Application Deadline</b>	12pm on Friday 17 April
<b>Shortlisting Complete</b>	Wednesday 22 April
<b>First Interviews</b>	w/c 27 April (online)
<b>Second Interviews</b>	w/c 11 May (in person)

Registered charity number 1017560  
Company number 2690758



Supported using public funding by  
**ARTS COUNCIL ENGLAND**

