



Future Leaders 2027 - 2028

Easy Read Recruitment Pack



This document tells you about Stopgap Dance Company's Leadership Training programme called Future Leaders.

It will give you information about Future Leaders and tell you how to apply.

Contents

1

Information about Future Leaders

2

Who can apply to Future Leaders

3

Mentors

4

The work you will do as a Future Leader

5

What you will learn

6

Contract Details

7

How to apply for Future Leaders

1

Information about Future Leaders



Applications are open for Stopgap Dance Company's Future Leaders.

Future Leaders is for Deaf, Disabled and neurodivergent people.

Stopgap wants to help more Deaf, Disabled and neurodivergent people to become leaders. They hope to do this with Future Leaders.



Future Leaders is a **training programme**.

A **training programme** is a plan that people follow to help them become better at something.

On Future Leaders you will learn more about **leadership** and being a **leader**.



Leadership means lots of things to different people.

It can mean being in charge of other people.

But Stopgap want to find out what Disabled people think leadership can be.



Stopgap thinks a **leader** is someone who:

- Listens to others
- Uses their ideas to help people
- Guides a team and motivates people
- Creates a safe workplace



The people on Future Leaders will get paid to work with Stopgap.

It is a part time job.



You will work with a **mentor** from Stopgap.

A **mentor** is a person with lots of experience in a job who supports someone with less experience to help them grow and learn more.



This year Stopgap will choose one person to be an Assistant Producer.

They will join the Assistant Artistic Director.

The Future Leaders will begin working with Stopgap in May 2027.

They will be with Stopgap for 12 months.

2

Who can apply to Future Leaders



You must be Deaf, Disabled or neurodivergent.

You need to have worked in the arts for **over 3 years**. You will have the skills that match the area you would like to work in.

You must have the right to work in the UK.

You should want to be a leader in your future.

We are looking for an Assistant Producer



This round of Future Leaders is open to people wanting to be an Assistant Producer.

You will be learning about being a **producer**.

A **producer** is someone who makes events, shows and tours happen.

A producer helps a team work together to finish a project.



We are looking for people have worked in the creative industry.

You might have done a role like this before:

- Arts Management and Administration
- Event Management
- Project Management
- Technical or Stage Management



What skills and experience we would like you to have:

- You are good at solving problems.
- You have worked on managing projects.
- You can make decisions and work things out for yourself.
- You have experience managing **budgets**. A budget is the money for a project.
- You communicate well with different people.
- You make sure your way of working is accessible and works well with others.
- You have experience with **marketing**. Marketing means telling people about something, so they know about it and want to be part of it.



These are some of the things that we like about who we work with:

- You share Stopgap's values. These are things that matter a lot to us like honesty, working hard, and respecting each other.
- You love the arts.
- You are excited to be part of a company that keeps changing and growing.
- You want to learn new skills.
- You like to support and encourage the people around you. You also work hard to do your best.
- You are a good role model. You help everyone feel valued.

3

Mentors



You will be working with a **mentor** from Stopgap.

They have lots of experience and want to share what they know.

As Assistant Producer, your mentor will be Lucy Glover.



Lucy Glover
Executive Producer

Producing and Project Management

You will also work closely with:



Laura Jones
Co-Artistic Director

Advocacy, Education and Training



Lucy Bennett
Co-Artistic Director

Creative Leadership



Amy Owen
**Future Leaders Coordinator and
Administrative Manager**

4

The work you will do as a Future Leader

You will be working on exciting things as a Future Leader.

You will work with another Future Leader.
Their job title is Assistant Artistic Director.

You will work together during the year.



As Assistant Producer, these are some of the projects that you will work on:

- Help plan Stopgap's 30th birthday celebrations.
- Help organise our touring shows. [RO-TES-100%](#) is an outdoor show. [Lived Fiction](#) is an indoor show. These shows tour around the UK and other countries.
- Help make new shows. You will be involved from the very start of a project to the very end. You will help make sure projects run smoothly. You will help make sure they are inclusive.
- Join important meetings. These will be with people like Arts Council England, British Council, other arts organisations, and leaders in the industry.
- Help with **fundraising**. This means helping Stopgap find money so the company can keep growing in the future.

5

What you will learn

The Future Leaders program is made up of four parts.



1. Learning how to do your best work

- You will get to know the company, the Future Leaders programme, and meet your mentor.
- You will follow your mentor and see how they work.



2. Learning about being a leader

- You will learn key skills that are important for being a leader.
- This will be through training sessions and research that you do by yourself.



3. Working with your mentor to co-lead a Stopgap project

- You will work on a project with your mentor and other Stopgap company members.



4. Leading on a final project to share what you have learned.

- You will work together with the other Future Leader to create resources that share what you have learned.
- You will put on an event where you share resources and what you have learned with other people.

6

Contract Details

A **contract** is an agreement with you and your employer. It tells you important details about your job.



How much you will earn

You will earn £18,000 a year.

This is for working 3 days a week.



Your working hours

You will work for 22.5 hours a week.

You can choose what days you would like to work. You can agree this with your mentor.

Sometimes you will work over 22.5 hours. This is called **overtime**. Stopgap will not pay you for **overtime** but you will get time off instead.



Where you will work

Stopgap has an office space at the Farnham Maltings in Surrey.

Stopgap uses dance studios in Farnham and Guildford. You need to be able to get to these areas.

You can work from home sometimes. This can be agreed with your mentor.



How long you will work with Stopgap for

You will work with Stopgap for 1 year.

The first month will be a **probation** period. A probation period is time to make sure you are happy with the job and that Stopgap is happy with your work.

If you want to leave the job you will have to tell Stopgap before you want to go.



Department
for Work &
Pensions



Access to Work

Stopgap can support you to apply for Access to Work.

Access to Work is help Disabled people can get from the Department for Work and Pensions. This could include money known as a grant.

This money can go towards things like:

- Travel
- Adapting your vehicle
- Communication support
- An access worker

Find out more about Access to Work in this Easy Read guide: bit.ly/Access-to-work-EasyRead

7

How to apply for Future Leaders

If you are interested in Future Leaders we would like you to apply.



To apply you must fill out this form:

[Future Leaders Application Form](#)

Please complete this form by
Monday 9th November at 10am

[Please also fill out this Equal Opportunities Form.](#) It asks questions about who you are.



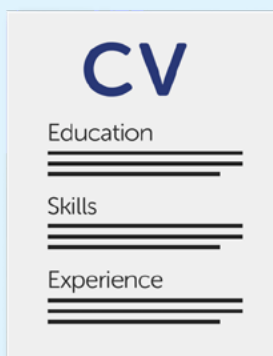
Questions that the form will ask:

The form starts with some questions that ask for your name, email and address.

It then asks some questions about you and how you think you would be good for the role of Assistant Producer. You can use the information in section 2 and 4 of this pack to help you with answering these questions.

[You can find a list of the questions on Stopgap's website.](#)

On the form you can answer by typing or by recording yourself speaking or signing.



We also ask for a CV

A CV is a document that employers will look at to see if you are the right person for the job.

Find out more about creating a CV and cover letter in this Easy Read guide:

bit.ly/CV-EasyRead



Interviews

The first interview will on **Monday 7th or Tuesday 8th of December 2026.**

It will happen online.

The second interview will happen on **Monday 14th or Tuesday 15th of December 2026.**

It will happen in person in Farnham.

Stopgap will let you know what you will need to get ready for the interview.

Stopgap will pay for your travel costs to come to the interview.



Reasonable Adjustments

We are happy to make changes to the application process and the interview.

Let us know if there is any way we can make things easier and more accessible for you.

You can do this by:

Emailing **amy@stopgapdance.com**

Calling our office on **01252 745 443**



Questions

If you have any questions you can email or call Stopgap.

Find out more about Stopgap on our website www.stopgapdance.com