

Job Vacancy: Head of Access and Equity

Part-time, 4 days per week / 0.8 FTE

Fixed-term contract to May 2027

£ 43,500 per annum, pro rata

Thank you for your interest in joining Candoco Dance Company.

At Candoco Dance Company, our purpose is to redefine dance as a space where everyone belongs. Through dance, we aim to remove barriers, celebrate the richness of disability, and embrace the transformative power of diverse lived experiences.

We exist to create a world where D/deaf and disabled artists thrive, equitable opportunities are the norm, and accessibility is inherent. By championing bold performances, inspiring educational pathways, and fostering intergenerational connections, we empower artists and audiences alike to envision and embody a more inclusive future.

Through collaboration, advocacy and innovative practices, we are committed to shaping a cultural landscape that acknowledges intersectionality, amplifies diverse voices, and drives lasting, systemic change across the arts.

About the Role

The Head of Access and Equity will be tasked with leading on diversity, equity and inclusion (DEI) - embedding inclusive practices, dynamic governance, and holistic approaches to access across the organisation. Funded by Paul Hamlyn Foundation and the Disability Justice Fund, this role will lead on research, strategy, and implementation to position Candoco as a case study for systemic change and forward-thinking access. The role has a dual function:

- 1) A crucial part of the role will be to lead on the practical implementation of our DEI policies here at Candoco for the benefit of staff, board, cast and crew on productions, audiences and participants. The role is responsible for leading on our grant applications to Access to Work; recruiting and supporting access workers/sign language interpreters; supporting the access needs of our staff, dancers, crews and board; advising the team and implementing any necessary changes to the way we work in order to better centre access; creating accessible formats of the paperwork and other content we produce (such as easy read, captions, BSL videos etc).
- 2) A further key element will be to lead on a training and research project entitled 'Systems Leadership'. The project will see Candoco and invited partners undertaking a training course designed to share tools and techniques used in self-management

and 'systems leadership' and then sharing this learning more widely with the sector through written commissioned pieces and a short podcast series. The Head of Access and Equity will manage this project whilst further exploring the tool's suitability for implementation here at Candoco in order to create a modern, inclusive organisation where access is centred and a disabled workforce can be fully supported.

Candoco is made by the people we work with – our staff, our dancers and our artists; and we are thrilled that you are interested in joining our team. We want to work with people with different experiences, skills and stories, as this is how we continue to learn, continue to grow and continue to thrive. The person specification in this job description will give you a picture of what we need but please don't be put off if there are some areas in which you don't have as much experience. The most important thing to show us in your application is how you want to make a positive impact on our team and help us in our mission to continue expanding perceptions of what dance is and who can do it.

Candoco is an equal opportunities employer. We welcome applications from all sectors of the community and are particularly keen to engage those who identify as D/deaf, disabled or neurodivergent, or as having lived experience of discrimination. Any applicant who identifies as such and meets the essential criteria of the job description will be invited to interview.

We look forward to receiving your application,
The Candoco Team

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Job Description - Head of Access and Equity

Key Responsibilities

1. Advocacy and Access Coordination

- Manage Access to Work applications, claims, and payment tracking to support the access requirements of team members.
- Recruit, book, and manage Sign Language Interpreters (SLIs), support workers, and other access providers as needed to ensure smooth operations across all activities.
- Maintain strong working relationships with SLIs, support workers, and other key partners, ensuring their needs are communicated and met effectively.
- Gather and respond to Access Riders for the full Candoco team: artists, office team and board
- Support our producers to ensure the access needs of our cast and crews are met in both rehearsal and on tour.
- Support the development and implementation of our audience access package relating to our performances and projects.
- Advise and support the full team on integrating access at the beginning of initiatives - supporting and advising on the company's planning, scheduling and project design.

2. Team and Board Development and Support

- Lead on the production of accessible paperwork and content.
- Support us to devise accessible mechanisms of interacting with our team and board, such as meeting rhythms and agendas, which bring out the best of our team and Trustees and meet their access needs
- Working alongside the Executive Director, explore the suitability of online project management tools (such as Glassfrog, Monday.com, etc.) as a way to create more accessible mechanisms to visualise our work and governance structures, while clarifying our processes and reporting.

3. DEI Policy Review and Development

- Review our current DEI Policy and consider how it can become an 'embodied manifesto' - a lived, active expression of Candoco's values, enacted in the

company's policies, artistic work and daily culture. Lead on the creation of this manifesto.

- Alongside the Executive Director, design a new appraisal system and feedback/reflection loops to foster a people-positive environment, prioritising access and adaptability.
- With the Executive Director and Head of Programme, develop ongoing and accessible evaluation frameworks to monitor progress and impact on access and equity goals.
- Align organisational development with Arts Council England's Investment Principles of [Inclusivity and Relevance](#) and [Dynamism](#).

4. Research and Collaboration

- Position Candoco as a collaborative leader, working with partners to share responsibility for inclusive practices and drive systemic change across the sector.
- Project manage the Systems Leadership Training and Research Project (project outline available as separate document).
- Support Candoco's adoption of any relevant 'systems leadership' principles and reimagining of governance structures to prioritise inclusion, adaptability, and shared accountability coming out of the above project.
- Act as a researcher and collaborator, gathering insights from our partners and peers.
- Share learnings and good practice through accessible publications, blogs, podcasts, and sector-wide events to inspire progress within and beyond Candoco.
- Lead on the delivery of initiatives such as mentoring and action learning - many of which are funded through our Disability Justice Fund and Paul Hamlyn Foundation grants.
- Support the introduction of any appropriate alternative systems of managing our work to meet the varying access needs of the team.

Person Specification

Essential Skills and Experience

- Proven experience in driving access, equity, and inclusion within cultural, arts, or social justice organisations.
- Evidence of having experience of organisational design and/or organisational change.

- Strong research and analytical skills, with the ability to identify and apply best practices from across the sector.
- A deep understanding of the social model of disability and experience applying inclusive strategies across teams, programmes and systems.
- Experience with Access to Work processes, including applications, claims, and budget management.
- Experience managing Sign Language Interpreters (SLIs), support workers, and other access providers.
- Excellent facilitation and communication skills.
- A track record of building partnerships and collaborative approaches to systemic change.
- Experience developing accessible evaluation frameworks and reporting on organisational impact.

Desirable Skills and Experience

- Personal experience as a disabled leader or a strong understanding of lived experiences of D/deaf and disabled individuals in cultural settings.
- Knowledge of Arts Council England's funding processes to include National Portfolio organisation funding and the application of ACE's Investment Principles in funded organisations.
- Experience contributing to sector-wide conversations through publications, podcasts, research or events.
- Ability to communicate in British Sign Language (BSL).
- Knowledge of / interest in dance.

Terms and conditions

Contract type

This is a part-time (30 hrs/wk), fixed-term post until May 2027. Overtime is not paid, but Time Off In Lieu (TOIL) can be taken by agreement. Tax and national insurance will be deducted from the post holder's salary at source.

Salary £ 43,500 per annum, pro rata

Pension

Candoco makes a 5% employer's contribution into a Qualifying Pension Workplace Scheme whilst Employees make a balancing payment of up to 3% (at present). Employees are able to opt out of this additional payment, or to increase their personal contributions, should they wish.

Working location and pattern

Candoco is open to flexible working options, including applications from those wishing to job-share this role (you do not need to apply with someone else). Regular presence at the company base in Peckham is desirable.

Annual leave 20 days, plus public holidays (0.8)

How to Apply:

To apply, please complete the online application form here:

<https://form.jotform.com/250682841857366>

On submitting your application, please also confirm completion of our Equal Opportunities Monitoring Form here: <https://forms.gle/1C8EysmeGkCAcwCh7>

The deadline for applications is **10am, Friday 11 April 2025**.

We will inform shortlisted applicants by the end of day **Wednesday 16 April 2025** and hold interviews online in the **week commencing 21 April 2025**.

If you have any questions about the role, please contact the office on 0207 704 6845 or email jobs@candoco.co.uk.

You are also invited to contact Candoco's Executive Director, Melanie Precious (melanie@candoco.co.uk), for an informal conversation about the role.

Thank you again for your interest in joining Candoco!