



Inclusion & Access Officer

Application Pack

Application Deadline:
Wednesday 7 May @ 10am

NEW/ADVENTURES

INCLUSION & ACCESS OFFICER APPLICATION PACK

Thank you for your interest in the **part-time** role of **Inclusion & Access Officer** at New Adventures.

This pack includes:

- how to apply
- information about the company
- a job description
- a person specification
- summary of the Main Terms and Conditions

HOW TO APPLY

Before applying, please read the information and guidance notes provided in this pack carefully. We appreciate the time it takes in applying for roles and we want you to have the opportunity to tell us about yourself and explain why this position is right for you in whatever way feels most appropriate to you. All applications will be considered based on content, not on format.

Please send one of the following, together with a CV:

- A cover letter (maximum two A4 sides – either bullet points or full sentences, whichever you feel more comfortable with)

OR

- Presentation - Keynote or PowerPoint

OR

- Short video or sound file (5 minutes max)

All applications should address the following:

- Who you are
- What you could bring to New Adventures in this role.
- Your suitability for the position and specifically how your experience matches the role, job description and person specification.
- Provide details of two people who can comment on your work professionally including your current or previous employer. Please indicate how long and in what capacity your referees have known you. Referees will not be contacted without your permission.

We also ask applicants to complete our equal opportunities monitoring form which can be completed [here](#).

Completion of the form is optional, and every question has a 'prefer not to say' option. The form will be kept separate from your application and will not be seen by the recruitment panel or form any part of the assessment of your application. Any information you provide on this form will only be used by New Adventures to better understand our reach and help improve future recruitment.

The deadline for applications is: Wednesday 7 May 2025 @ 10am

SUBMITTING YOUR APPLICATION

If you are applying in writing, please submit your CV and cover letter to Louise Miller, louisemiller@new-adventures.net, with the subject field marked 'Inclusion & Access Officer Application'.

You can upload a video or audio file along with your equal opportunities form and CV to us using the We Transfer service <https://wetransfer.com/> – when using this service please send your file to Louise Miller, louisemiller@new-adventures.net, with 'Inclusion & Access Officer Application' in the subject line.

Your equal opportunities monitoring form should be completed online. If you require any support completing the form in this way, please let us know.

All applications will be acknowledged.

Recruitment and Project Timeline

Application Deadline Wednesday 7 May 2025 @ 10am

Applicants invited to interview by Tuesday 20 May 2025

First round interview (in-person) Tuesday 27 May 2025

Second round interview (online) w/c 2 June 2025

Interview Information

The interview will be a panel interview with a maximum 3 people that will last no longer than one hour. The names of the interview panellists and interview questions will be sent to you in advance.

Please let us know within your application if you are not available on any of the dates above. It is our intention for first round interviews to take place at our office in London, with a second round held online.

Commitment to Access

We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place. If you have any access requirements, or barriers to access that you would like to discuss, please do not hesitate to let us know either before applying or as part of your application.

Candidates who are shortlisted for interview will be given the opportunity to specify any access requirements so that appropriate arrangements can be made. If you require this application pack in an alternative format, please contact us.

For Further Information

For an open and informal and confidential chat about the role, or to ask any questions, please contact Louise Miller, Operations Manager, on 01252 597050 or louisemiller@new-adventures.net.

ABOUT THE COMPANY



Matthew Bourne's *Swan Lake* (Photo: Johan Persson)

Matthew Bourne's New Adventures is an award-winning, ground-breaking British dance-theatre company, famous for telling stories with a unique theatrical twist. Since 1987 New Adventures has changed the popularity of dance in Britain, creating works that have altered the public perception of what is possible when it comes to telling stories without words.

New Adventures is a charity, and its principal funder is Arts Council England. As well as producing award-winning productions which dazzle audiences across the globe, New Adventures is committed to playing a meaningful role in diversifying the dance landscape for future generations. The company's Take Part work reaches thousands each year through transformative workshops and masterclasses to schools and communities across Britain; the company's many strands of talent development work nurture the best emerging talent from communities across the UK, springboarding them into our company and the wider sector.

We work in the following key areas:

- On Stage – large-scale, innovative and highly popular works that tour nationally and internationally .
- Talent Development – nurturing the next generation of dancers and choreographers, particularly seeking out those who have been historically excluded from pathways into the arts .
- Young people and communities – participatory activity for people of all ages, including workshops, residencies and large-scale projects in partnership with other organisations
- REEL Adventures – ways of delivering on film, broadcast and digital platforms .

Our core values are:

- Audience – Our audiences are why we do what we do. Entertaining, engaging and inspiring audiences is our passion. We proudly tour to more venues and give more performances each year than any other dance company in the UK. We strive to be widely accessible and welcoming to both our loyal and new audiences.
- Adventure – Since the beginning we have been bold, maverick and adventurous. 30 years on we continue to push boundaries and defy expectations in dance, storytelling and ambition. We are committed to reaching as many people and places as possible through our productions and projects.
- Family – We have a shared commitment to supporting, developing and investing in all members of the New Adventures company and everyone involved with our work in whatever capacity – performers, creatives, crew, staff, practitioners, audiences, participants, trustees, students, interns, volunteers and partners. We all matter.

Commitment to Equity, Diversity, and Inclusion

New Adventures is committed to achieving a working environment which provides equity of opportunity and freedom from discrimination, harassment, and bullying. We believe that everyone is entitled to be treated with respect and dignity.

One of our core company values is Family and we have a long-held and shared commitment to supporting, developing, and investing in all members of the New Adventures company and everyone involved with our work in whatever capacity - performers, creatives, crew, staff, dance artists, audiences, participants, trustees, students, and partners.

We work together with partners e.g. [Creative Access](#) and [Global Butterflies](#), to help us achieve these aims.

We encourage applications from candidates of all backgrounds and welcome different points of view, skills, and stories.

Our freelancers, staff team and Trustees are actively engaged in equity, inclusion, and anti-racism work through programmed, facilitated learning sessions and our Equity, Diversity, Inclusion and Access (EDIA) Working Group. Anyone joining the company is expected to support and promote our Equity, Diversity, and Inclusion Policy.



JOB DESCRIPTION: INCLUSION & ACCESS OFFICER

PURPOSE

The Inclusion & Access Officer will work to ensure that there are no barriers to access our work or content and that our working practices are inclusive.

Responsible to: Chief Operating Officer

Key working relationships: Chief Operating Officer
Director of Audience Engagement
Take Part Team
Operations Manager

KEY RESPONSIBILITIES OF THE ROLE

Equity, Diversity, Inclusion and Access (EDIA)

- Participate in New Adventures EDIA Working Group meetings.
- Contribute to the development of the EDIA Action Plan and its implementation across the organisation.
- Work with the Chief Operating Officer to monitor the EDIA Action Plan and check that actions are being carried out by the relevant people.
- Support learning on EDIA across New Adventures through the sharing of resources and opportunities to engage and participate.
- Propose, curate, and arrange training on EDIA topics, including programming Prep Week learning and development sessions for each production.
- Working with the Operations Manager, collect and analyse data to help identify trends, insights, and gaps to inform strategy as well as relevant actions needed.
- Working with the Resident Artist on delivery of the New Adventures EDIA Policy and Action Plan for the organization.
- Be the main point of contact for EDIA partner organisations.

- Keep abreast of best practice around inclusion and access, both in the arts and cultural sector and from other sectors.
- Support the Senior Management Team in updating and reviewing the relevant sections of the Business Plan, Company Handbooks, and other strategic and policy documents.
- Support communications on EDIA topics, ensuring all language is inclusive and accessible.
- Support with any preparations or adjustments needed when New Adventures is engaging a disabled or neurodivergent staff member.
- Support the Operations Manager in the writing of recruitment packs and adverts and in strategic advertising of opportunities to broaden New Adventures' recruitment reach.
- Prepare reports for the Board around EDIA as required.
- Represent New Adventures at industry events around EDIA.

Public Access & Audience Engagement

- In liaison with the Director of Audience Engagement, create visual guides and other access resources for audiences and participants.
- Liaise with venues and Audio Description Partner to encourage the provision of audio described performances and touch tours.
- Lead on coordination and delivery of Sensory Adapted Performances and work with the Take Part Creative Director to provide inclusive workshop offers alongside these.
- Coordinate Post Show Events and book BSL interpreters as appropriate.
- Support the Social Media & Communications Officer as required for the following:
 - Partnerships with access providers
 - Commissioning digital resources to increase access to New Adventures productions
 - Ensure that all access performances are listed on the website
 - Promotion of access performances
 - Distribution of 30 tickets scheme
- Liaison with venues to encourage the provision of access performances and resources.
- To be the main contact for Placemaking Partner Venues for accessibility and access.

General

- Work closely with everyone at New Adventures to ensure a holistic approach to the work on and offstage.
- Take an active role in your continuing professional development, identifying relevant training and professional development opportunities.
- To work at all times in accordance with New Adventures Environmental Policy and Plan and to proactively develop and encourage environmentally sustainable practice.
- To embody the New Adventures Dignity at Work Policy and any other policies or plans New Adventures may introduce in the future.

Advocacy

- Attend premieres, press nights and important company performances and events as required.
- Always act as an advocate for the company.
- Attend industry events as a representative of the company.
- On occasion, tour with the company and represent the company at the presenting venues with overnight stays as required.

Other

- Other duties as reasonably requested by your key working relationships and line manager.

PERSON SPECIFICATION

We will be using this to shortlist applicants. There may be some questions here that you can't confidently answer 'yes' to – don't be put off by this. If you still feel that you could do the job well, we want to hear from you.

Knowledge & Experience

- Do you have experience as an Access or Inclusion co-ordinator or in a similar role, preferably within the arts and cultural sector?
- Do you have experience promoting equity, diversity, inclusion or access?
- Do you have experience arranging training on equity, diversity, inclusion or access?
- Are you experienced supporting and contributing to the development of equity, diversity inclusion or access action plans?
- Are you experienced in creating inclusive and accessible documents?

Skills & Attributes

- Do you have exceptional written and verbal communication skills with the ability to communicate with stakeholders at all levels?
- Do you have outstanding organisational skills, with the ability to coordinate multiple tasks simultaneously as well as being able to prioritise and plan ahead?
- Are you able to work with tact, diplomacy and complete confidentiality?
- Do you approach your work with a high level of accuracy and attention to detail?
- Are you able to work collaboratively as part of a small team as well as independently?
- Do you have a passion for and understanding of the arts and cultural sector?
- Are you passionate about Equity, Diversity, Inclusion and Access?
- Do you have a positive, approachable, can-do attitude?
- Do you enjoy working as part of a small team?

SUMMARY OF MAIN TERMS AND CONDITIONS

Contract:	Part-time, fixed term until April 2026.
Salary:	£33,000 per annum pro rata
Hours of work:	The working week is 24 hours, Tuesday, Wednesday & a third day can be flexible to the needs of the candidate, including a one-hour lunch break. Usual office hours are 10am – 6pm, Monday-Friday. The nature of the responsibilities is that additional working may be required. No overtime will be paid but time off in lieu (TOIL) may be taken with prior agreement in accordance with our TOIL policy.
Location:	Primary location London, with occasional travel to our base at Farnham Maltings and to tour locations around the UK. We currently work within a Hybrid Working model as we want to support our employees to do their best work, have a good work life balance and work flexibly whilst staying connected and retaining our sense of purpose and values. The Inclusion & Access officer would be required to work from the office on Tuesday and Wednesday. Travel outside of commuting to your work base will be covered by New Adventures.
Line Manager:	Chief Operating Officer
Probationary Period:	Three months, during which time one week's notice is required by both parties

Subsequent Notice Period: Two months from both parties

Paid holiday entitlement: 20 days per annum, pro rata plus statutory Bank Holidays and employee birthday. Leave increases year-on-year by one day per year, up to a maximum of 25 days.

When possible, the office is closed between Christmas and the New Year, in addition to the annual holiday entitlement, as part of the company's (TOIL) policy.

Benefits: Commitment to continued professional development through in-house training, development courses and personal training allowance.

Complimentary tickets and discounts for New Adventures shows, subject to the company's ticket policy.

Cycle2Work scheme and Employee Assistance Programme.

Pension scheme: If the post holder meets the qualifying criteria, they will be automatically enrolled into the company pension scheme, which is with NEST. The employer's contribution is 3% and employee 5%.

Identity checks: The successful applicant will need to provide official documents to confirm that they have the right to work in the UK and undergo a check with the Disclosures and Barring Service (DBS).

References All offers of employment will be subject to receipt of satisfactory references.

EQUAL OPPORTUNITIES

New Adventures strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. New Adventures welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other identity characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently underrepresented in the arts.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.