



Breakthrough 2026 Job Description

Leo's Circus – Creative Development Producer (Junior) - Slough

Employer name	Leo's Circus		
Employer Website	www.leoscircus.co.uk		
Employer main contact	Alex Leo - Director		
Employer email	hello@leoscircus.co.uk.		
Start Date	28 th September 2026	Hours Per Week	25
Working week	This role offers flexibility within normal office hours (Monday to Friday, 9:00am–5:00pm). Mondays are required for team meetings. You will work remotely for most of the role, with occasional in-person days for important events and projects.	Hourly Wage	£12.71

Job Title	Creative Development Producer (Junior)
Company Overview	
<p>Who we are:</p> <p>Leo's Circus C.I.C. is a fast-growing social enterprise delivering circus and performing arts programmes to children and young people in some of the UK's most underserved communities. We operate across London and the South East — in Ealing, Wandsworth, Slough, and High Wycombe — running HAF-funded holiday camps, school workshops, artist development programmes, and live performances that have reached 6,000+ young people across 1,000+ sessions.</p>	



We are a small, ambitious team with big plans. We have raised £100,000+ in public funding, produced a flagship show with audiences exceeding 1,000 people, and built a progression pathway that takes young people from first-time participant to paid coach. This role is an opportunity to get in early and help us grow.

Leo's Circus is committed to equal opportunities and encourages applications from young people from underrepresented backgrounds, including those from low-income families, Black, Asian, and minority ethnic communities, and those who have faced barriers to entering the creative industries.

Job Description

You will work directly with Leo's Circus founder, Alex Leo, across two distinct phases:

The first focused on growing the organisation through fundraising, partnerships, and corporate opportunities;

The second, focused on the hands-on logistics of running our Easter holiday camps. You will leave with experience that spans grant writing support, corporate outreach, programme coordination, impact reporting, and community arts administration; a genuinely broad foundation for a career in the creative sector.

The role will include assisting with:

- Fundraising research
- Contributing to and maintaining the grants calendar
- Supporting funding applications and grant submissions
- Developing our corporate team-building offer, including researching opportunities, building relationships with organisations, and helping to secure corporate bookings
- Compiling impact data and case studies
- Communicating with clients, participants, funders, and partners
- Assisting with the design and coordination of administrative processes
- Supporting holiday camp logistics, including venue bookings, scheduling, registers, and equipment management



- Designing and sending participant information packs
- Supporting monitoring, evaluation, and reporting activities

Skills and development

We are looking for someone who is organised, curious, and genuinely excited by what Leo's Circus is building.

Essential things we are looking for are below. You will:

- Be aged 18–25 and eligible to apply under the Breakthrough Scheme.
- Be highly organised and able to manage multiple tasks and deadlines.
- Have strong attention to detail and take pride in producing high-quality work.
- Write clearly and communicate professionally with a range of people.
- Be proactive and comfortable taking ownership of tasks and projects.
- Be confident working independently in a remote environment.
- Be comfortable researching information and presenting it in a clear, organised way.
- Be confident using digital tools such as Gmail, Google Docs, ChatGPT, Claude and other online platforms.
- Be willing to learn new skills, systems and ways of working.
- Have a positive attitude and an interest in helping a growing social enterprise create opportunities for young people and communities.

Personal Qualities

- An affective communicator – from partners, clients to young people and their families
- Be able to work independently and in a team
- Ability to multi-task and prioritise effectively
- Be punctual and reliable
- Be willing to learn — you will be working across fundraising, partnerships, and programme coordination, and you do not need prior experience in all of these areas.
- Have a genuine interest in the arts and community work

Future Prospects

We have a track record in providing young people with supportive opportunities



You will receive:

- A genuine first credit in the arts and creative industries — Creative Development Producer is a title that will open doors
- Direct mentorship from Leo's Circus founder Alex Leo, a social entrepreneur with experience presenting at the House of Lords and securing funding from Arts Council England, the National Lottery Community Fund, and more
- End-to-end experience of how a creative social enterprise operates, from grant applications to live programme delivery
- A strong reference and a portfolio of real work you can point to
- Flexibility — this is a remote role with 25 hours per week, built around getting the work done
- The knowledge that your work is directly expanding access to circus and performing arts for young people who need it most
- Career advice and guidance
- Support on your CV and job applications for future employment.

Interview Date(s):

Will take place in the week of 31st August 2026