

## Breakthrough 2026 Job Description

[Stopgap Dance Company] - [Administrative Assistant]

[Farnham, Surrey]

Employer name	Stopgap Dance Company		
Employer Website	<a href="https://www.stopgapdance.com/">https://www.stopgapdance.com/</a>		
Employer main contact	Amy Owen		
Employer email	<a href="mailto:amy@stopgapdance.com">amy@stopgapdance.com</a>		
Start Date	28 <sup>th</sup> September 2026	Hours Per Week	25
Working week	Mutually agreed flexible working pattern. Regular evening and occasional weekend hours required.	Hourly Wage	£12.71

Job Title	Administrative Assistant
Company Overview	
<p><b>Who we are:</b> Stopgap Dance Company is driven by a diverse creative team who use dance as a movement for change.</p> <p>The company's vision is to create an inclusive world where diversity is not just accepted but pursued, a world where no one is limited by prejudice against Deaf, Disabled, or neurodivergent people.</p> <p>Working with an artform shaped by human touch and energised by the spark of connectivity, the company's work demonstrates the compelling power of diversity and inclusivity. Stopgap move together to create a remarkable experience that transforms society's perceptions of difference and dismantle the inequity of privilege, in dance and in all aspects of living, collaborating, and creating together as humans.</p>	

Stopgap's work is both focused on and born out of the company's rigorous investment in equity and inclusive culture. We are committed to removing barriers to dance, nurturing the talents of dancers with any body and any mind. Stopgap is in coalition with a wave of organisations moving towards a better representation of diversity on our stages and in society.

Stopgap is a global leader of disability access in dance; continuously examine best practice and actively advocate for the industry to become more inclusive.

<https://www.stopgapdance.com/about/>

#### Job Description

The administrative assistant will work alongside our Admin Manager, supporting regular administrative tasks including:

- Preparing and submitting Access to Work claims
- Researching and booking travel and accommodation and creating info sheets for national and international trips
- Inputting and submitting required data on various platforms including Illuminate and Julie's Bicycle
- Booking accessible rehearsal and meeting spaces for the company
- Supporting any other administrative systems, and logistics including preparation for internal events such as our Community Platform Performance, Staff End of Year Celebration and Community Social events or VIP receptions
- Fielding external enquiries through our company email
- General office management

The administrative assistant will also support as an access worker at our youth company dance classes for Disabled young people.

Stopgap's office is based at the Farnham Maltings, Surrey, with regular use of studio spaces in Farnham/Guildford. Some remote working may be available.

#### Skills and development

**Candidates should be working towards:**

- Organisational skills; planning, prioritising and meeting deadlines
- Attention to detail
- Confident written and verbal communication
- Taking responsibility and working on own initiative
- Feeling confident in an administrative role
- Identifying your future career interests and passions

**Desirable but not essential:**

- Some experience of administrative work
- Ability to work with a range of computer programmes including Google Suite.
- Awareness or experience of inclusive working/culture
- Ability to commute in and around Surrey

Personal Qualities

- **Embrace and embody our shared values:** Honesty, integrity, pursuit of excellence, mutual respect, collaboration, and generosity are at the heart of everything we do.
- **Be inspired by our work:** You are passionate and excited to be part of a company that is constantly evolving.
- **Motivation and a desire to learn:** Conscientiousness and reliability is central to this role.

Future Prospects

- Regular mentoring with a team member mentor to learn more about a role you are interested in (Stopgap)
- One off mentoring sessions with other team members within various positions and with varying skill sets - Working with Young People, Health & Safety, Accessibility, Project Management etc. (Stopgap)
- Connection with a network of professionals including our team, freelancers and wider partners (Stopgap)
- Opportunities to join company wide training including Mental Health Awareness, Safeguarding etc. (Stopgap)
- Training from our team on how to be an ally and access support worker (Stopgap)
- Support with your CV and job applications and interviews (Artswork)
- Meet and network with other creative organisations which might present future opportunities (Artswork)
- Workplace mentor who can offer career advice and guidance (Artswork)



**Interview Date(s):**

Interviews will take place online, or in person at the Stopgap offices, on Tuesday 1st and Thursday 3rd September 2026.