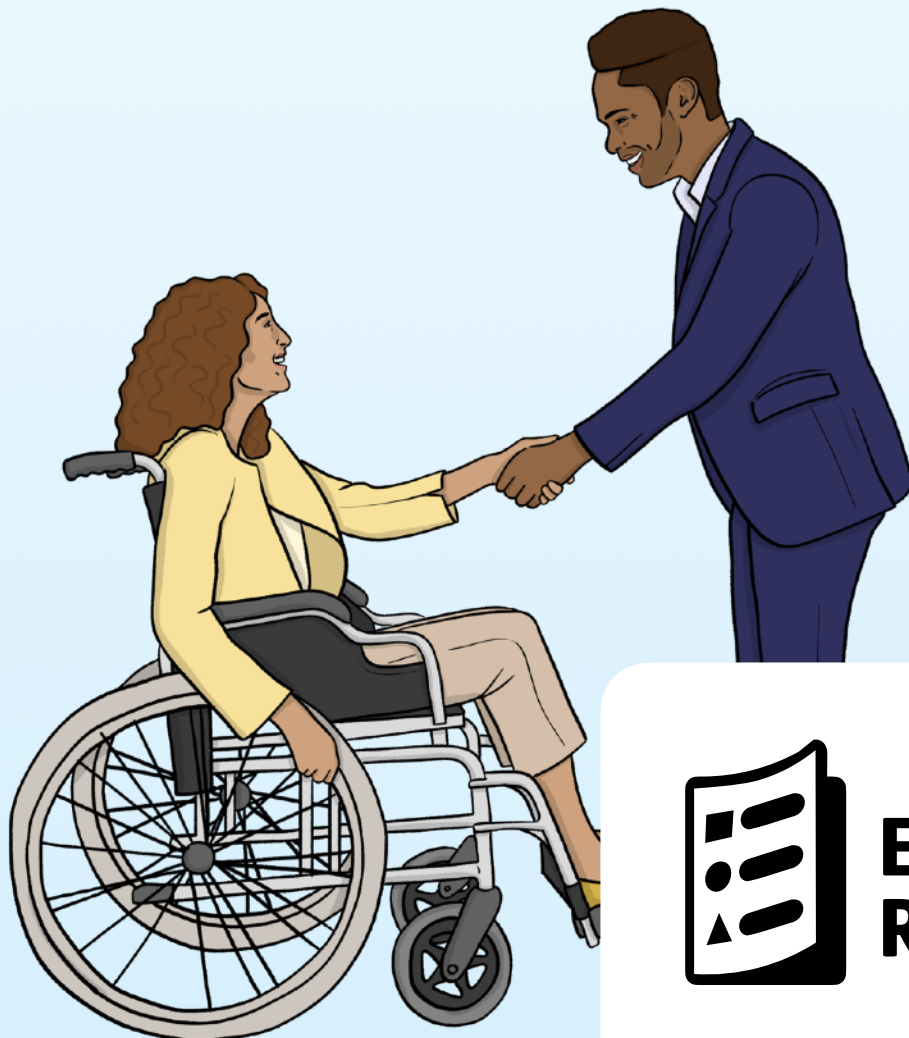


entelechy
arts

How to become our new director



Easy
Read

Easy Read

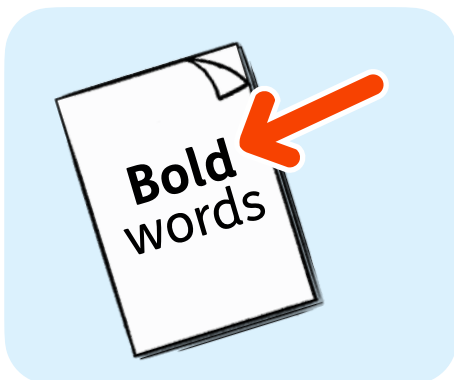


This is an Easy Read version of some information.

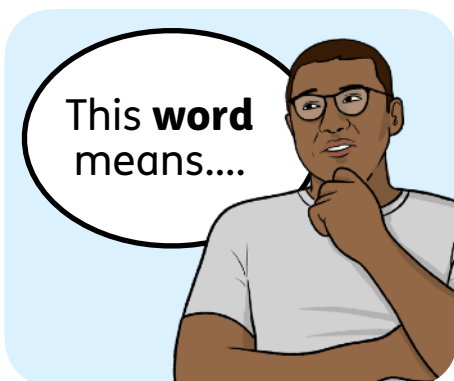
It uses easier words and pictures.



Some people may still want help to read it.



Some words are **bold** to show they are important.



We explain bold words if they are hard to understand.

What is in this booklet

About this booklet	4
About Entelechy Arts	5
About the job.....	10
How we can support you	18
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About this booklet

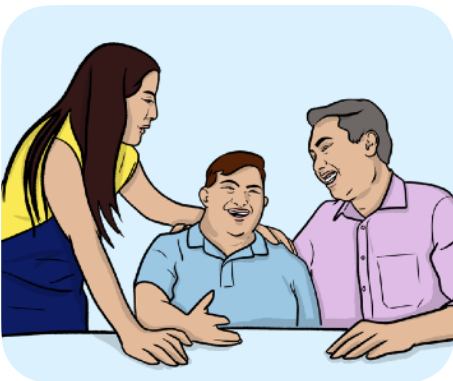
The logo for Entelechy Arts, featuring the words "entelechy" and "arts" in white lowercase letters on a teal rounded square background.

entelechy
arts

We are a charity called Entelechy Arts.



We run **creative activities**.
These are activities to do with things like art and music.



These activities help people spend time with others and feel less lonely.



This booklet is about how you can apply to become our new **director**.

A **director** is the person in charge of running Entelechy Arts.

About Entelechy Arts



We run creative activities for lots of different people.



We run lots of activities for people aged over 65 as part of our **Creative Ageing programme.**



We run lots of activities for disabled people as part of our **Ambient Jam programme.**

We also run creative activities for other people who feel lonely. For example, we run activities for:

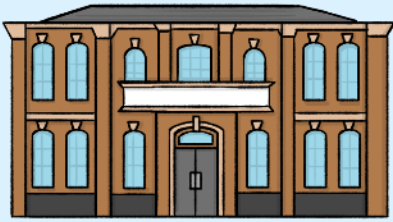


- People who have a mental health condition.



- People who do not have much money.

Our office



The Albany

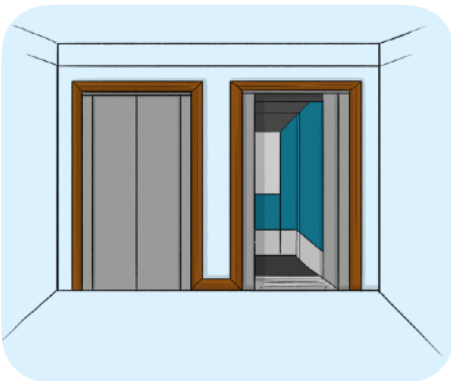
Our office space is in **The Albany** in Deptford, Southeast London.

The Albany is a building where people can see shows and take part in creative activities.

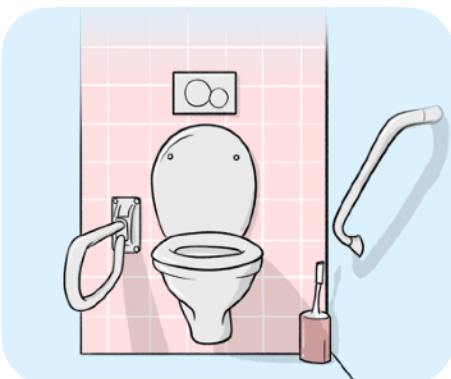


Ground floor

Most of our offices and meeting rooms are on the ground floor.

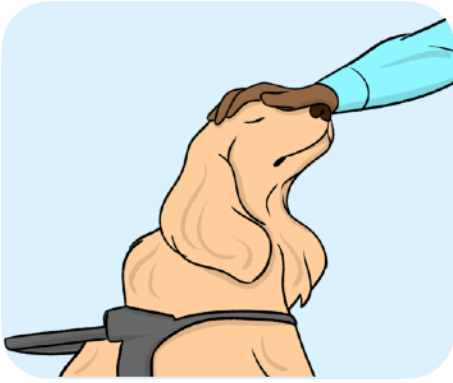


You can use a lift to get to our rooms on the first floor.



Our toilets are all **accessible**.

Accessible means that everyone can use them, including disabled people.

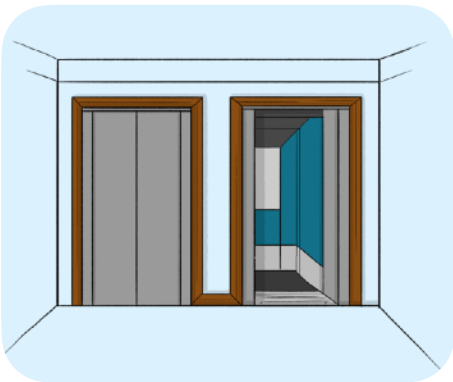


You can bring your **assistance animal** with you.

An **assistance animal** is an animal that supports a person with their disability, like a guide dog.



The nearest train stations to our office building are Deptford, New Cross and Deptford Bridge.



There are lifts for all the platforms at these train stations.



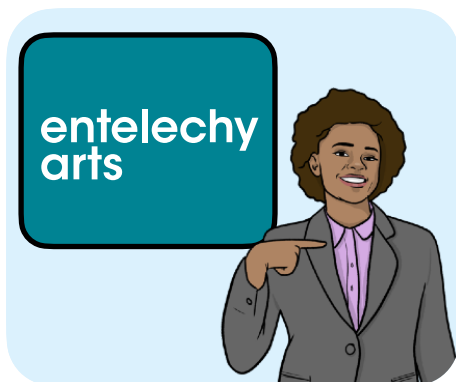
There are some disabled parking spaces at the back of our office building.



If you have a Blue Badge, you can use the disabled parking spaces in Frankham Street car park.

This car park is 160 metres away from our office building.

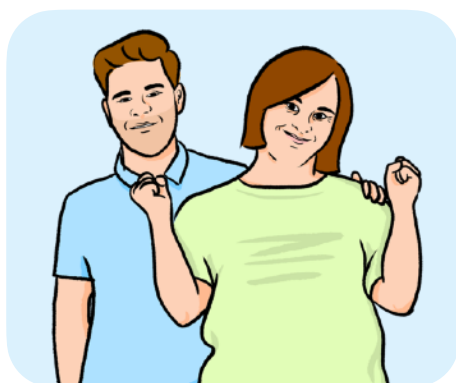
About the job



If you become our new director, you will be in charge of running Entelechy Arts.



You can apply on your own.



Or you can apply as part of a **job-share**.

A **job-share** is when 2 people do a job together.

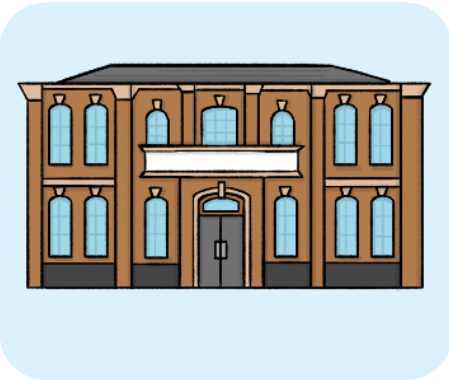
The new director will:



- Work with a team of 8 people.



- Work for 4 days a week.



- Work in our office for at least 2 days a week, or 1 day a week each if you have a job-share.



- Get 25 days of holiday per year.

The new director will also:

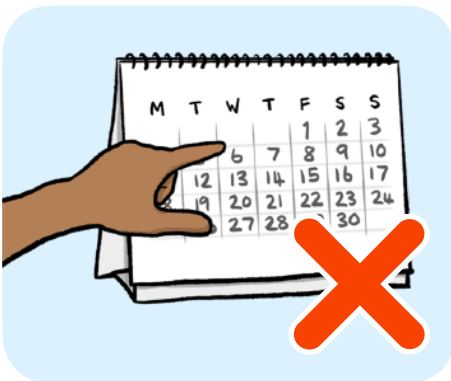


- Get paid £52,000 per year.



- Get a **workplace pension**.

A **workplace pension** is when your job helps pay money towards your retirement.



We have not set a date for when the new director must start working with us.

What we are looking for

To become a director, you must:



- Be deaf or disabled.



- Care about making life fairer for everyone.



- Care about supporting people who face a lot of unfairness and speaking up about their needs.



If you apply as part of a job-share, at least 1 person in the job-share must be deaf or disabled.



You do not need to have worked at an **arts organisation** before to apply for this job.

An **arts organisation** is a business or charity that runs creative activities and events.



We are also looking to hire a director who has some of the skills listed on the next 3 pages.



We especially want you to apply if:

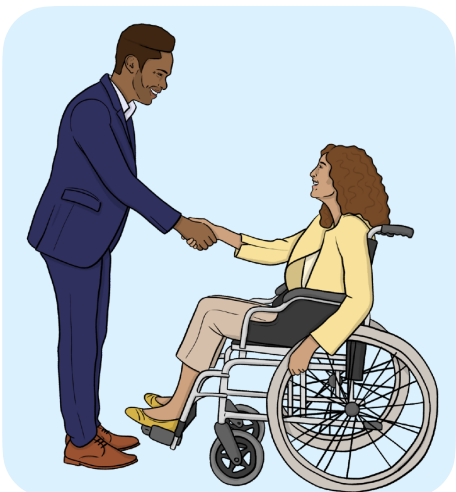
- You understand how creative activities can make people's lives better.



- You want to make important decisions about Entelechy Arts as part of a team.



- You care about raising money and finding new ways to raise money.



- You can work together with other team members and **funders**.

Funders are people and organisations that give money to our charity.

We especially want you to apply if:

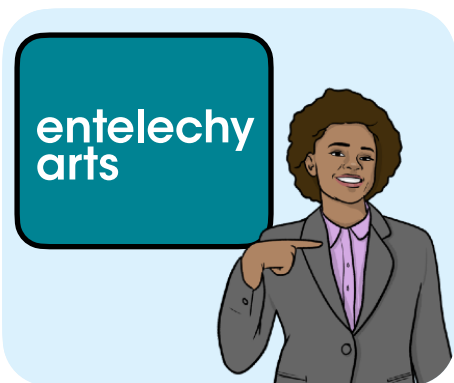


- You know a lot about **creative health organisations.**

Creative health organisations run creative activities to help people stay well.



- You want to help yourself and other people feel more confident.



- You want to be in charge of running Entelechy Arts.



It is okay if you do not have all of the skills on the list above.

We can give you training to learn new skills if you become a director.

The first year



You will have a lot of important jobs in your first year.



You will help us to apply for money from the **Arts Council**.

The **Arts Council** gives money to creative organisations.



You will also help to make our Creative Ageing and Ambient Jam programmes grow and get even better.



But you will also bring your own plans and ideas for Entelechy Arts.

How we can support you



We will try to make it easy for you to apply to this job.



We can give you information in different ways, like Easy Read and Large Print.



You can also ask us to make changes to make it easier for you to apply and do the job well.



We can also help you apply for **Access to Work**.

Access to Work is a government scheme that helps disabled people to get a job and stay in a job.



We will work to make sure you can get support before you get Access to Work.

How to apply

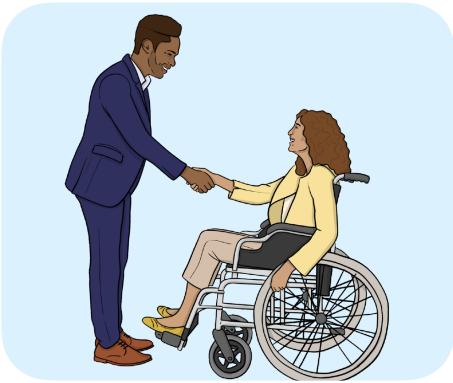


You must apply for the director job by 5 pm on Monday 29 June 2026.



To apply for the job, you must answer the 6 questions at the end of this booklet.

Job interviews



A **job interview** is a meeting to find out if you are right for a job.



We will invite some people to a job interview.



The interview may be online or in person.



You can use the job interview to learn more about us and the job you applied for.



At the job interview, we will ask you questions about yourself and the jobs you have done in the past.



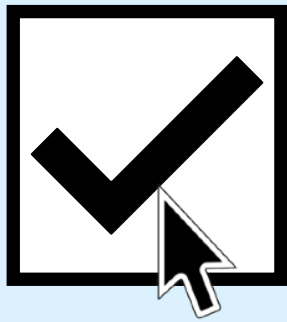
We will send you a copy of these questions before the job interview.

Application questions



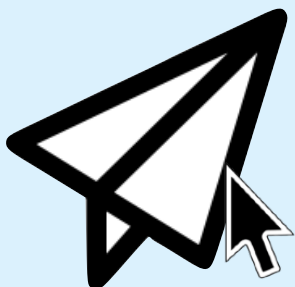
You can fill out these questions on your computer.

First you will need to download it.



Then open the survey on your computer.

You will be able to click or write in the boxes.



When you have finished the survey, save it to your computer.

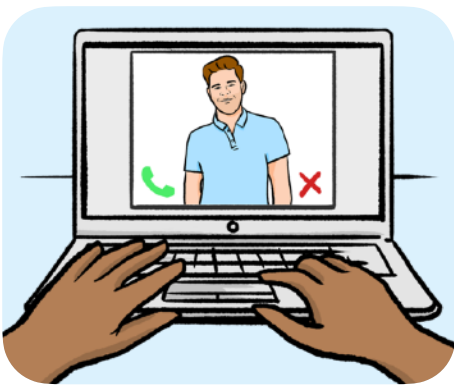
Then email a copy to:

hello@entelechyarts.org

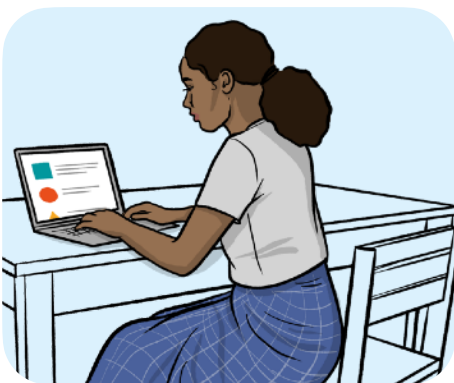
You can also answer the questions by:



- Filling out our online form - [link](#).



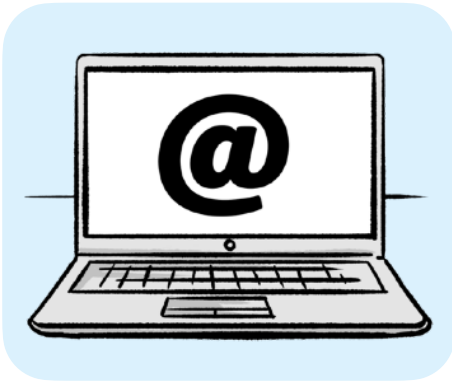
- Setting up a phone or video meeting with us.



- Downloading and sending this form as a Word document.



- Sending a video or voice recording.



You should send us your Word document, video or voice recording by email:

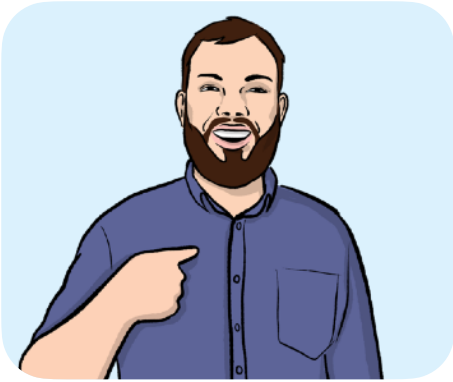
hello@entelechartyarts.org



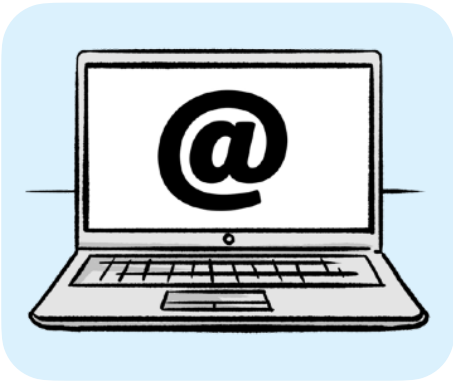
You should write the words **Director application** as the subject line for the email.



To apply for the director job, you must also have the right to work in the UK.



Please write your full name here:



Please write your email address here:

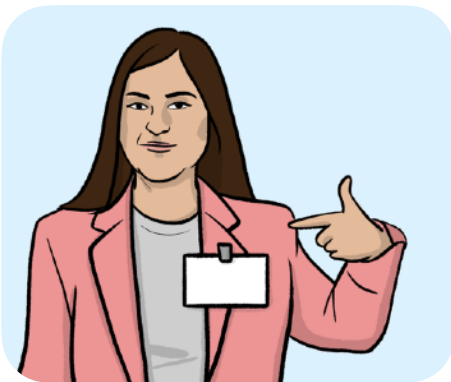


Please write your phone number here:



Question 1: Please tell us about yourself in 200 words or less.

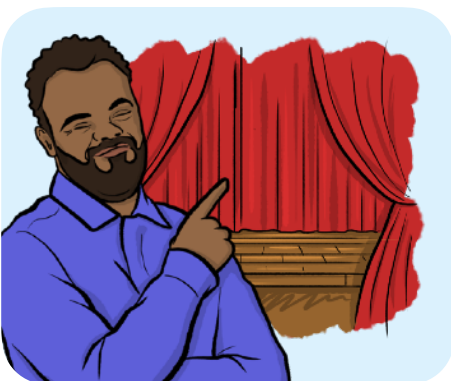
You can use this question to tell us about:



- Jobs, training and volunteer work you have done in the past.



- Skills you have that you think would be useful in this job.



- Any work you have done in creative organisations.



Please write your answer for **question 1** in the box below.

Do not write more than 200 words.



Question 2: Tell us about a time when you spoke up about including **marginalised people** in creative activities.

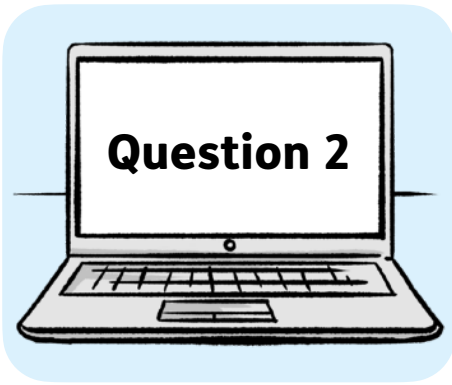


Marginalised people face a lot of unfairness because of things like their disability, age or race.

This can make them feel lonely.

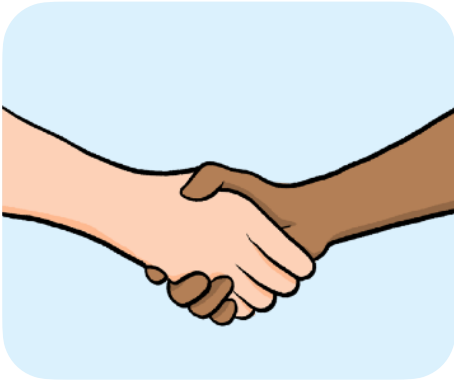


You can also use this question to tell us why you think being creative helps marginalised people.



Please write your answer for **question 2** in the box below.

Do not write more than 300 words.



Question 3: Please tell us about when you have worked with other people to run creative activities or make people's lives better.

You can use this question to tell us about things like:



- If you have ever raised money for art projects before.

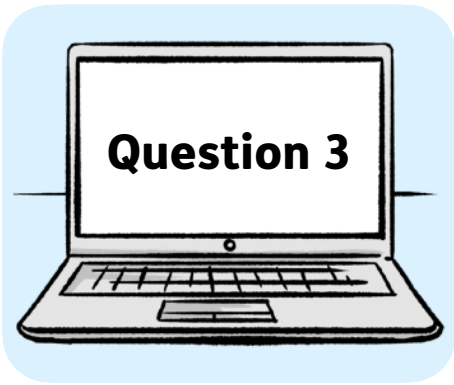


- If you have ever worked with a **board of trustees** before.

A **board of trustees** is the team in a charity that supports the director.



- How you work with other people and organisations.



Please write your answer for **question 3** in the box below.

Do not write more than 300 words.



Question 4: Please explain how you would deal with any problems that Entelechy Arts might face in the future.

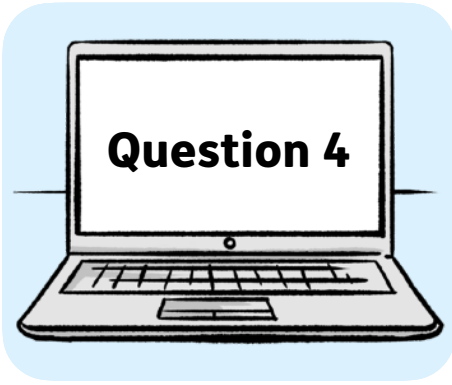
You can use this question to tell us about:



- The problems you think arts organisations and charities might face in the next 3 to 5 years.



- How you would deal with these problems as the director of Entelechy Arts.



Please write your answer for **question 4** in the box below.

Do not write more than 300 words.



Question 5: Please tell us what you would be like as a leader.

You can use this question to tell us about:



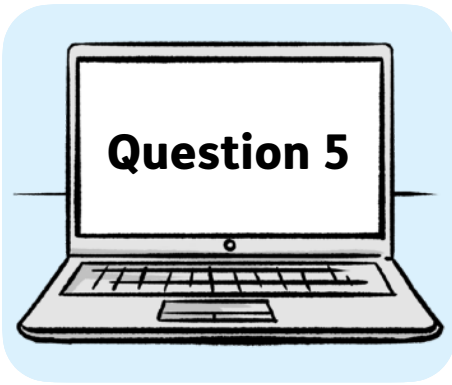
- How you get people to trust you and feel confident about you as a leader.



- How you help other people to do their jobs well.

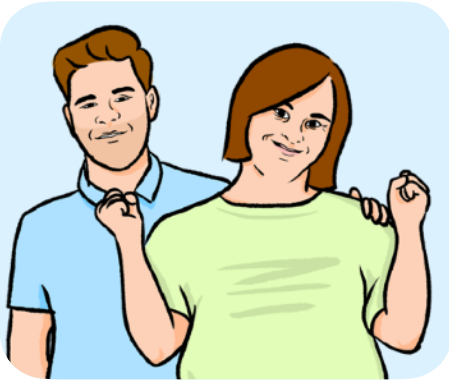


- How you deal with arguments and problems in your team.



Please write your answer for **question 5** in the box below.

Do not write more than 300 words.



Question 6: Please tell us what support you would need to help you do this job well.

You can use this question to tell us about:

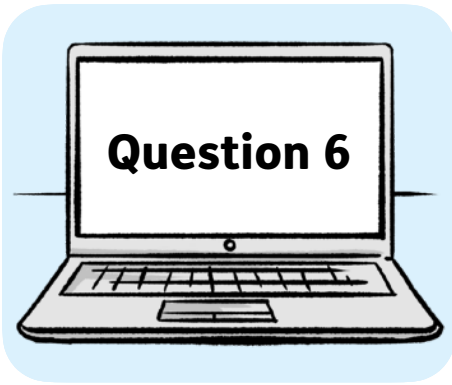


- Any **reasonable adjustments** you will need.

Reasonable adjustments are changes we can make so disabled people can take part like everybody else.



- How you would like people on your team to work together and support each other.



Please write your answer for **question 6** in the box below.

Do not write more than 300 words.



What do you think about this Easy Read booklet?

Please fill in this survey to tell us what you think: www.easy-read-online.co.uk/easy-read-feedback-survey

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