

Breakthrough 2025 Job Description

Adventures + Wisdom Institute - Project Assistant - Eastbourne

Employer name	Adventures + Wisdom Institute		
Employer Website	https://aw.institute		
Employer main contact	James Byford		
Employer email	jb@aw.institute		
Start Date	Monday 29 th September	Hours Per Week	25
Working week	<p>Working hours 9.30 - 4.30/5pm Mon-Thurs</p> <p>Mon AM 3.5 lunch 1-2 PM 3 = 6.5 Tue AM 3.5 lunch 1-2 PM 3 = 6.5 Wed AM 3.5 lunch 1-2 PM 3 = 6 Thu AM 3.5 lunch 1-2 PM 3 = 6 Total 25</p>	Hourly Wage	£12.21

Job Title	Project Assistant (Dabbble)
Company Overview	
<p>Who we are:</p> <p>AWi is an applied research institute focused on inclusive innovation through the fusing of approaches from arts, technology and enterprise. We develop local and regional strategies and assets, providing delivery of workshops, networking events and learning programmes.</p>	

We are a collaborative network of professionals based in mostly Sussex operating from Eastbourne and Bognor Regis.

We work with emerging and established professionals from local authorities, education institutions, cultural and commercial organisations to realise our mission and vision.

We believe in a world where regardless of age or background, people have the tools, mindset, and opportunities to become transformative innovators, growing and shaping positive change in their lives and communities.

Job Description

To provide support to the DABBBLE team working closely with the Community Development Lead.

This role will include assisting with the:

- ongoing development and testing of the DABBBLE digital platform
- regular communications with young people and partners via social media and email
- delivery of online and in-person events across Sussex
- generating of new ideas and inputs into the DABBBLE project

The role will be based at offices in Eastbourne, Sussex-based delivery locations for events and home. Minimum of one day in office and one day at home.

Skills and development

Candidates should be working towards:

- developing confidence in listening, speaking and written communication
- creativity and problem-solving
- teamwork and collaboration
- interest and basic knowledge of social media (Discord, Instagram etc)

Desirable but not essential:

- interest in vibe coding/developing online applications
- interest in audio-video capture and content editing

Employers advice: To demonstrate your excitement for this role we would recommend that candidates for the role in their application talk about personal passion projects or interests that have either in the past or currently inspire them.

Personal Qualities

- Enthusiastic and committed
- Punctual and reliable
- Keen to work in a team and independently
- Able to generate and share ideas
- Flexible and adaptable: able to embrace rapid change

Future Prospects

During the course of the placement, you will meet and network with other creative organisations which might present future opportunities. We will also provide a work placed mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews.