

Breakthrough 2026 Job Description

Adventures + Wisdom Institute - Outreach Assistant - Eastbourne

Employer name	ADVENTURES + WISDOM INSTITUTE		
Employer Website	https://aw.institute		
Employer main contact	James Byford		
Employer email	jb@aw.institute		
Start Date	28 th September 2026	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	£12.71

Job Title	Outreach Assistant
Company Overview	
<p>Who we are: Adventures + Wisdom Institute (AWi) is a social enterprise focused on creative and economic agency for people in transition, operating across Sussex and the wider South-East of England.</p> <p>Our Purpose We design and steward intergenerational creative conditions in which capability emerges, identities form, and people making transitions, particularly young people and those moving between employment modalities, grow into creative and economic agency.</p>	

Our Vision A world in which creative practice is recognised as a serious capability, and in which the conditions for that capability are available to everyone, regardless of background or starting point.

Our Mission To create the conditions, structured, joyful, and intergenerational, in which people discover they are creative practitioners, innovators, and agents, and in which that discovery compounds over time.

Job Description

An overall description of the role:

Supporting the Dabble team with outreach activities in person and online.

This role will include assisting with the:

- onboarding of organisations onto the Dabble platform
- planning and preparation of Dabblezone in-person events
- delivering of related events including careers fairs
- development of worktaster activities
- maintenance of the Dabble online platform

The role will be based at offices in Eastbourne, with events delivered across Sussex, typically 2/3 days in the office, 1 day at home

Skills and development

Candidates should be working towards:

- confidence in speaking and listening
- developing interest in organising workshops and events
- developing planning, teamwork and collaboration skills
- developing experience of keeping records and maintaining systems (coursework or hobby is fine)

Desirable but not essential:

- photography and or video experience (coursework or hobby is fine)
- experience in using platforms such as Luma, Eventbrite
- interest in developing technology skills at higher level

Personal Qualities
<ul style="list-style-type: none">• Enthusiastic and committed• Willing to travel across Sussex as required for workshops/events• Keen to learn and develop skills• Ability to think independently and work within a team• Punctual and reliable• Good sense of humour
Future Prospects
<p>This is a six month placement with the possibility of continued employment dependent on the employer's funding situation.</p> <p>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, online profile and offer support with job applications and interviews.</p>
Interview Date(s):
Interviews will be held online in the week commencing 31 August.