



Breakthrough 2026 Job Description

Project Assistant, Arts & Heritage Alliance, Milton Keynes

Employer name	Arts & Heritage Alliance		
Employer Website	www.ahamk.org		
Employer main contact	Hannah Ellams		
Employer email	director@ahamk.org		
Start Date	28 th September 2026	Hours Per Week	25
Working week	This role is 25 hours, specific delivery of hours will be agreed together on a flexible basis working around the current circumstances of the applicant and www.ahamk.org . It is possible to do some, but not all of the hours on the evenings and weekends as this could support the activities of AHAMK and candidates will need to be available for two weeks paid training Monday- Thursday at the start of the programme.	Hourly Wage	£12.71

Job Title	Project Assistant
Company Overview	
Who we are:	
Arts and Heritage Alliance Milton Keynes (AHAMK) is a bridge organisation, membership network and infrastructure body for the arts, heritage, and cultural sector. We work together with	



stakeholders such as Milton Keynes Council, Milton Keynes Community Fund, Community Action and other organizations in Milton Keynes to support Culture across Milton Keynes.

Our Vision: AHAMK is a volunteer forum of organisations working together to position arts, heritage, and culture at the heart of Milton Keynes' infrastructure and strengthen Milton Keynes' cultural ecosystem

Our Mission:

- Support, connect, and champion the arts and heritage sector.
- Strengthen collaboration and amplify the sector's voice.
- Advocate for culture across communities, education, and local stakeholders.
- Promote access, inclusion, and participation.
- Develop and deliver cultural activity through partnerships.

Values:

- Empower communities and organisations for a collective voice.
- Encourage growth, innovation, and collaboration across the creative sector.
- Influence funders and decision-makers.
- Demonstrate social, economic, and cultural impact.
- Nurture talent and skills within the cultural workforce

Here are some of our key projects we are working on at this time:

Networks & Leadership:

- Stabilise and build networks; act as conduit for sector voices in decision-making this includes creatives, artists, members, Cultural Leaders and Community members delivering cultural heritage activities
- Clear focus on MK60 (60 years of the City) and City of Culture 2029

MAKE Network:

- Schools links with culture organisations
- Building pathways for creative careers leading up to 2030 with schools, college and OU

MK Creatives & Artists Programme:

- Skills, networking, safeguarding, wellbeing initiatives
- Funding development
- Strategic Arts forum

Trustee Development Programme:

- Infrastructure and governance support
- Youth trustee element for leadership development

Community Engagement:



- Mapping cultural assets, one-stop directory for the sector, creative hubs in deprived areas, sector support training and CPD programmes
- Equality, Diversity, and Inclusion work

Job Description

We are looking for a local, enthusiastic person looking for a future career in arts, heritage or projects in the cultural sector. The role will be varied and suit an independent and flexible person maybe with their own artistic interests. The role includes support with current engagement projects, administrative tasks, content development, marketing and social media as required. We work across the whole cultural sector with organizations, freelancers, artist and creatives, communities and schools. This is a particularly exciting time as we look towards Milton Keynes 60th birthday in January 2027 and work towards supporting the sector to back the bid to become the City of Culture in 2029.

This role will include

- Assisting in person at occasional events and meetings across Milton Keynes
- Administrative tasks supporting our cultural membership scheme such as refreshing our member database, writing for our newsletter or taking notes at meetings
- Supporting with engagement or facilitated projects with different communities of people across Milton Keynes.
- Developing and creating content about projects – ours or other creatives taking place to share through digital channels including producing our newsletters.
- Supporting the development of new projects through ideas, conversations and applications.

The role will be flexible and will be a mix of visiting different local cultural venues, our office space and working from home. A driver with occasional or weekly car access would be useful as we sometimes visit lots of different places in Milton Keynes. Or someone who is confident and able to use public transport if needed.

Skills and development

Candidates should be working towards:



- Organisational skills
- General computer packages such as word, ppt and canva
- Good communication skills
- Interest in and knowledge of Milton Keynes
- A general interest in and knowledge of different aspects of Culture including Art, heritage, creatives, artists and community engagement.
- An interest in learning about different communities in Milton Keynes
- Some basic experience or interest in learning how to develop digital content, different social media and websites would be helpful.

Personal Qualities

- A flexible, independent and self-motivated approach
- Enthusiastic, friendly and willing to talk to anyone.
- Reliable and committed
- A positive, calm and can-do attitude
- Keen to learn lots of new skills or improve skills they may already have.
- Someone who if they don't know the answer to a question can be self-motivated to do independent research.
- A willingness to meet lots of people in one go at an event, but also equally happy to work on their own at home when required.

Future Prospects

During the course of the placement, you will work directly with the AHAMK Director, you will meet and network with other creative organisations which might present future opportunities for you as you will be part of the lead up to Milton Keynes 60th birthday launch in January. You will also meet our AHAMK charity trustees who come from across the sector and can help with career advice and guidance.

Interview Date(s):

Friday 4th September