

Breakthrough 2026 Job Description

Flatland Projects CIC - Cultural Network & Civic Engagement Assistant - Bexhill - On- Sea

Employer name	Flatland Projects CIC		
Employer Website	flatlandprojects.com		
Employer main contact	Ben Urban, Director		
Employer email	ben.urban@beechingroadstudios.co.uk		
Start Date	28 th September 2026	Hours Per Week	25
Working week	25 hours to be confirmed with candidate at interview and worked during 9am – 5am hours, Wednesday - Saturday with some evening and weekend hours for events.	Hourly Wage	£12.71
Job Title	Cultural Network & Civic Engagement Assistant		
Company Overview			
<p>Who we are:</p> <p>Flatland Projects is a contemporary visual arts organisation, artist studio provider and cultural programme producer based in Bexhill-on-Sea. Alongside delivering a year-round exhibitions programme, artist development opportunities and public events, Flatland coordinates the Bexhill Cultural Network, a partnership of cultural, community and civic organisations working collectively to strengthen cultural life across the town. The organisation works closely with partners including De La Warr Pavilion, Bexhill Museum, Rother District Council, Bexhill Town Council, Beeching Road Studios, community organisations, educational institutions and independent creative practitioners. Through this work, Flatland is helping to shape a long-term vision for culture in Bexhill and support the town’s growing cultural infrastructure.</p>			

Job Description

This placement offers a unique opportunity to work at the intersection of arts, community development and civic leadership.

The Cultural Network & Civic Engagement Assistant will support the coordination and development of the Bexhill Cultural Network, helping strengthen relationships between organisations, gather evidence of impact and contribute towards the development of a town-wide cultural strategy.

The role will involve regular contact with cultural organisations, artists, local authorities, community groups and creative businesses across Bexhill.

This role will include assisting with the:

- Coordinating administrative support for the Bexhill Cultural Network.
- Producing bi-weekly network updates and communications.
- Maintaining contact databases and stakeholder records.
- Organising meetings, agendas, minutes and follow-up actions.
- Conducting regular “network health checks” with partner organisations.
- Collecting and analysing cultural participation and engagement data.
- Supporting the creation of shared datasets that evidence the impact of culture across Bexhill.
- Researching local, regional and national cultural policy and best practice.
- Supporting the development of a long-term cultural strategy for Bexhill.
- Identifying funding opportunities and assisting with fundraising research.
- Mapping cultural assets, organisations, venues and creative practitioners across the town.
- Supporting the delivery of Bexhill Art Weekender and other civic cultural programmes.
- Gathering stories, case studies and testimonials that demonstrate cultural impact.
- Assisting with social media, newsletters and public communications.
- Attending partner meetings and networking events across the town.
- Supporting reporting for funders, stakeholders and local authorities.
- Contributing to projects connected to Bexhill’s cultural identity, heritage and future development.

The role will be based at offices across Flatland Projects and Beeching Road Studios, with opportunities to work directly with partner organisations across Bexhill.

Skills and development

Candidates should be working towards:

- Ability to work independently and as part of a team
- Strong communication and interpersonal skills.
- Good organisational and administrative abilities.
- Interest in arts, culture, heritage or community development.
- Confidence using Microsoft Office, Google Workspace and online communication tools.
- Ability to manage information and maintain accurate records.
- Interest in research and data collection.
- An understanding of, or curiosity about, how cultural organisations operate.
- Confidence speaking with a range of stakeholders and partners.

Desirable but not essential:

- Knowledge of the arts and cultural sector.
- Experience volunteering or participating in community projects.
- Interest in fundraising and cultural policy.
- Experience with social media and digital communications.
- Interest in local history, placemaking or civic storytelling.
- Basic understanding of spreadsheets, surveys or data analysis.

Personal Qualities

- Enthusiastic and motivated.
- Curious and eager to learn.
- Friendly and confident communicating with people.
- Reliable and organised.
- Interested in making a positive contribution to their local community.
- Able to balance multiple tasks and priorities.
- Comfortable taking initiative while seeking support when needed.
- Passionate about culture, creativity and place.

Future Prospects

This role provides practical experience across cultural leadership, network coordination, civic engagement, research and arts administration.

The successful candidate will gain first-hand experience of how cultural partnerships operate and how towns develop cultural strategies and programmes. Through regular mentoring, professional development and networking opportunities, the placement will provide a strong foundation for future careers in arts management, cultural policy, fundraising, community engagement, local government, creative production and cultural leadership.

The trainee will receive weekly mentoring with the Director of Flatland Projects and will be introduced to a wide range of cultural organisations and leaders across East Sussex and the wider South East.

Interview Date(s):

1st, 2nd, 3rd , 4th September