



Breakthrough 2025 Job Description

Future creators/Seaglow Media - Content and social media and youth outreach assistant – Bognor Regis

Employer name	Future creators/Seaglow Media		
Employer Website	https://seaglow.co.uk / https://futurecreators.org.uk		
Employer main contact	Seaglow Media - Rachel Markie Future Creators - Ben Cavanagh		
Employer email	Rachel Markie rachel@seaglow.co.uk Ben Cavanagh ben.cavanagh@futurecreators.org.uk		
Start Date	Monday 29 th September	Hours Per Week	25
Working week	9:00 to 17:00 4 days a week with 1 hour for lunch (unpaid). Some flexible working including evenings and weekends will be needed to support events	Hourly Wage	£12.21

Job Title	Content and social media and youth outreach assistant
Company Overview	
Who we are: Future creators is a dynamic collective of organisations in creative industries with a mission to help young people convert their creativity into practical skills and career pathways in the creative sector. Seaglow Media is a creative agency, digitally-led. Delivering branding, optimised websites, scroll stopping socials and micro-targeted advertising.	
Job Description	
Purpose of the Role This is a hybrid role for two organisations, Future creators and Seaglow Media. Both will operate from The Track, coworking space in Bognor Regis.	

The role will involve similar tasks set by both organisations. This is an entry-level position and full support will be provided to develop your skills. All necessary tools and training will be made available.

Future creators role

The Youth outreach & Social Media Assistant is an entry-level role supporting the Hub coordinator with ongoing communications with local youth centres and to work on the creation, scheduling and delivery of content across social media for Future Creators, focusing on Bognor Regis and Littlehampton. This includes writing captions and supporting the development of graphics and short-form video.

Seaglow Media role

The Content & Social Media Assistant is an entry-level role supporting the creation, scheduling and delivery of content across social media and websites for Seaglow Media and its clients. This includes writing captions, assisting with blog content, engaging with online communities, and supporting the development of graphics and short-form video. Training and coaching will be provided as part of the role.

Key Responsibilities

Youth organisation outreach

- To assist the hub coordinator with communication between youth organisations
- Join meetings with youth organisations to identify ways future creators can support.

Content Creation

- Write engaging, clear and brand-aligned copy for social media platforms (Instagram, Facebook, LinkedIn, TikTok)
- Support the development of content calendars and creative ideas with the wider team
- Assist with writing blog posts for websites, using structured guidance and tone of voice support
- To document Future creator projects for social media platforms

Social Media Support

- Monitor comments and messages to support community engagement and interaction

- Stay aware of social media trends and suggest ideas where appropriate
- Schedule content using tools such as Meta Business Suite, Later, or similar

Design & Visual Content

- Use Canva to help design graphics and visual assets for social content
- Assist with basic video editing using CapCut, Adobe Premiere Pro or similar software (training provided)
- Ensure content is formatted correctly for different platforms

General Duties

- Join internal meetings and planning sessions
- Carry out light research to support content development
- Keep shared tools and folders organised (e.g. Google Drive)

Location: Hybrid – coworking space in Bognor Regis, remote and in-person meetings (West Sussex)

Skills and development

Candidates should be working towards:

- Strong written English with good spelling, grammar and attention to tone
- Interest in Youth engagement and enrichment
- Interest in supporting young people in career pathways
- Interest in content creation and social media
- Some experience using Canva or similar design platforms (personal or professional)
- Reliable, well-organised and able to manage time and priorities
- Willingness to learn, take feedback and grow in the role
- Positive, proactive and collaborative approach

Desirable but not essential:

- Familiarity with platforms like Instagram, Facebook, LinkedIn or TikTok
- An understanding of video editing basics (CapCut, Adobe Premiere, or similar)
- Any personal or academic experience in marketing, media, writing, or communications
- Experience creating content for your own or others' social media
- Experience working in youth engagement



Employers advice: To demonstrate your excitement for this role we would recommend that candidates for the role in their application talk about why they are interested in this role and your passion for working with youth organisations and/or marketing and content creation activities.

Personal Qualities

- Reliable
- Good organisation skills
- Good time keeping
- Willingness to learn and try new things
- Open, honest communicator
- Good listening

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.