

Breakthrough 2025 Job Description

In Focus Education and Development – Administration and Communications Assistant - Southampton City Centre

Employer name	In Focus Education and Development		
Employer Website	https://www.infocusedu.co.uk/		
Employer main contact	Kristianne Drake		
Employer email	kristianne@infocusedu.co.uk		
Start Date	Monday 29 th September	Hours Per Week	25
Working week	10:00 – 17:30 4 days a week with half an hour unpaid lunch – we also take regular breaks throughout the day	Hourly Wage	£12.60 (Real Living Wage)

Job Title	Administration and Communications Assistant
Company Overview	
<p>Who we are:</p> <p>Our mission, since formation in 2015, is to empower people and communities through creative learning using the medium of photography, visual arts and creative writing. By giving people the ability to express the unique viewpoints in their own vision, we build confidence and resilience by giving them new skills.</p> <p>We have a team of 5 staff and 1 freelancer artist educator and we have volunteer opportunities for young people under 30.</p> <p>We work with young people from all backgrounds, but particularly those that are justice involved (or at risk of being so), those from the LGBTQIA+ community and young people who are not currently in employment, education or training, and face barriers to accessing arts education and creative opportunities. We give these young people an</p>	

opportunity to be creative in a safe and inclusive environment, a chance to explore the world of arts and culture without the barriers that they typically face. We recognise the unique challenges faced by these communities, and we strive to create a safe and inclusive space where participants can explore their creativity, build valuable skills and experience authentic opportunities for professional development.

We are an LGBTQIA+ and neurodivergent led organisation, any applicant needs to show at the very least allyship and a willingness to learn.

Job Description

The post holder will work under our Marketing & Communications Manager to learn the basics of running social media and marketing / communications for a small charity.

This will involve using scheduling apps, tracking analytics, basic asset creation and content capturing using mobile/DSLR cameras during external partnership events or in our workshops. You may also assist with core communications such as newsletters, blog posts, or website updates.

There will be some training around communications, GDPR, and safeguarding.

They will also learn some of the organisation's administration, working alongside our Admin Officer, including using SharePoint, Teams and other 365 basics, supporting the team and ordering stock replenishments.

This role will include assisting with the:

- Content creation
- Content calendar curation & publishing
- Setting up and packing away workshops
- Capturing workshops and external events
- Website updates
- Automated communications e.g. regular activity posts & newsletters
- Organising equipment and resources
- Scanning and filing documents
- Uploading and managing files within SharePoint
- Supporting curation and installation of exhibitions
- Working alongside the Youth Leadership Pathways and Progression group

The role will be split between offices in Southampton and working from home - 3 days in the office (Tuesday, Wednesday and Thursday), 1 day at home (this will be a Friday)

Skills and development

Candidates should be working towards:

- Good communication
- Learning Microsoft 365 basics – Word, Excel, SharePoint and Teams
- Learning to use Canva Independent and team working
- Leadership
- Good organisation and planning

Desirable but not essential:

- Using initiative
- Research skills
- Aware of digital platform trends and content publishing

Employer's advice: To demonstrate your excitement for this role, we would recommend that candidates for the role in their application talk about what they are most passionate about. This may be a hobby or interest, an achievement you are proud of or simply something that makes you smile.

Personal Qualities

- A willingness to learn
- Reliability
- Adaptability
- Open-minded and prepared to learn

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 workplace mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews.