

Breakthrough 2025 Job Description

People United- Projects Assistant - Herne Bay/Canterbury

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| Employer name | People United | | |
| Employer Website | www.peopleunited.org.uk | | |
| Employer main contact | Jo McLean | | |
| Employer email | jo@peopleunited.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). | Hourly Wage | £12.21 |

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| Job Title | Projects Assistant |
| Company Overview | |
| <p>Who we are: People United (PU) is a socially engaged arts organisation based in Canterbury. Working closely with social care organisations, artists and participant collaborators, we ‘create futures with care’ holding space for communities to be creative, keep going and do things differently in the context of austerity, economic/social disparity and increasingly polarised views. We prioritise support for those working in social care environments, addressing burnout created by increasing pressure and lack of resource.</p> | |
| <p>Why art? We know that creativity involves both divergent thinking (enabling people to come up with many possible ideas and solutions) and convergent thinking (finding the single best solution to a problem). Using art and creativity enables people to both be present and reflect, activating and imagining ideas in a space which is free from prescribed outcomes. For us it’s as much about the process as a finished product; our creative practice results in positive social outcomes for organisations, individuals and groups.</p> | |

Using care centred practice we encourage creativity to flourish in an environment where we care for ourselves, each other, and the world around us. We focus on care centred practice with everyone we work with; always in deep partnerships across sectors, shining a light on Radical Care wherever it appears, from food kitchens to immigration services. Working in partnership with these services allows us to make deeper connections with people who experience the most disadvantage.

We are a learning organisation, continually questioning, and sharing our learning within and outside the sector. Our practice is informed by the principals of Radical Care which challenges systemic inequality and advocates for change. We provide rigorous evidence for our work through partnerships with research institutes and individuals.

Job Description

To assist in the development and delivery of the creative programme by providing administrative and practical support to the creative team and, from time to time, performing other general administrative tasks in the broader organisation.

To support the Communications Coordinator in planning and delivery of creative programme comms.

To also support aspects of the creative programme's evaluation, particularly data collection.

This role will include assisting with:

- People United's Projects Manager, to provide a range of administrative and practical support for the creative programme, including 'on site' project support when needed
- the creative team in collating project evaluation
- People United's evaluation activities by supporting audience research activity, including regularly and accurately collating, inputting and analysing data
- supporting and contributing to the planning and delivery of comms strategies and campaigns as part of the creative team
- admin support to the Communications Coordinator, for example helping to collect/collate feedback and quotes for use in People United's comms activities

- day to day small-scale sales i.e. financial processing related to creative content/activities, such as Girl Guide Kindness Challenge Badges
- desk research – this could be creative or operational
- monitoring the company info@ mailbox, forwarding on to relevant team members
- From time to time, to provide cover for some aspects of other team members day to day duties (e.g. during annual leave)
- advocating for People United, working as part of the whole team in developing, maintaining and promoting the charity's brand, values and work
- following/complying with People United's policies
- awareness and observation of Health and Safety regulations
- other duties as may reasonably be required

The role will be based at offices at People United split between offices in Canterbury and Herne bay, as required. We are open to 1 day home working if appropriate.

Skills and development

Candidates should be working towards:

- Being confident in Microsoft Word, Excel and Outlook. Use of other digital tools would be welcome
- Undertaking a range of administrative tasks
- Good communication - in person, in writing and using technology, including being able to express information in accessible ways to people from a wide range of backgrounds and lived experiences.
- Working in collaboration with others
- Planning and co-ordination
- Prioritising competing demands
- Environmental impact and awareness

Desirable but not essential:

- Simple design skills – able to format/ design simple internal and external documents
- Using social media

Employers advice: To demonstrate your excitement for this role we would recommend that candidates for the role in their application talk about creativity and its role in the community, any experience at supporting the delivery of events (voluntary or otherwise), ability to use initiative and be a positive and enthusiastic team member, and any other transferable skills.

Personal Qualities

- Enthusiastic, helpful and committed
- Keen to learn and develop skills
- Ability to think independently and work within a team
- Punctual and Reliable
- Good communicator

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.