

Breakthrough 2026 Job Description

People United - Projects Assistant – Canterbury & Herne Bay

Employer name	People United		
Employer Website	www.peopleunited.org.uk		
Employer main contact	Jo McLean		
Employer email	jo@peopleunited.org.uk		
Start Date	28 th September 2026	Hours Per Week	25
Working week	To be discussed. Suggested: 9:00 to 17:00 3.5 days a week with 1 hour for lunch (unpaid). Or alternating working 3 days/week and 4 days per week. Core working days in the office are Mondays and Tuesdays	Hourly Wage	£12.71

Job Title	Projects Assistant
Company Overview	
<p>Who we are:</p> <p>People United Creativity powered by care</p> <p>We are a creative arts charity based in East Kent. We work with communities on our local coast and beyond, using co-design practices that prioritise care.</p> <p>Vision Our coast is home to thriving, creative communities who care for themselves, each other and the world around them.</p> <p>Mission We invite people to come together, be heard and make things.</p>	

Our positions

1. **CARE** We place care at the heart of everything we do, working in ways that are human-centred and trauma-informed - the foundation of our co-design methodology. We see self-care as an act of resistance, protecting our collective capacity to do meaningful work.
2. **COMMUNITY** We work in partnership with communities, social care and community organisations and socially engaged artists. We believe that interdependence, solidarity and collaboration are the foundations of lasting change.
3. **CREATIVITY** We recognise the abundance of imagination and creativity within our communities. We make art with, not for people, where they are at - from living rooms to public spaces. We hold that everyone is an artist, and our practice is built on that belief.
4. **SUSTAINABILITY** We consider the long-term impact of everything we do, advocating for approaches that are sustainable and, where possible, restorative to our environments and communities.
5. **LEARNING** We are a learning organisation that prioritises reflection, knowledge-sharing, and the willingness to fail better. We value transparency and vulnerability as tools for growth, within our team and across our work.
6. **JUSTICE** We believe that creativity and care must go hand in hand with challenging the deeper causes of inequality. Justice, for us, is something lived and practised, not simply declared

Job Description

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

To support the Communications Lead in delivery of creative programme comms.

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

This role will include:

- Assisting the creative team in collating project evaluation
- 'On site' project support when needed for the creative programme e.g. helping with installations and invigilation
- Assisting with 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 activities and campaigns as part of the creative team
- Admin support to the Communications Lead, 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.
- 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 People United offices, currently split between Canterbury and Herne Bay, as required. We are open to some 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.
- Experience of working in a small organisation.
- Supporting the integrating environmental considerations into all aspects of our work.

Desirable but not essential:

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

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.

If you have areas of interest or skills you would like to develop during your placement, we'll do our best to support you in that.

Interview Date(s):
31st August - 4 th September 2026