

# LIGHTHOUSE

**Job Pack:****Programme Assistant****Tenure:**

Part-time contract, 10 months, PAYE

**Hours:**

30 hours per week (4 days)

Normal hours of work will be from 9:00am to 5:30pm, during which one hour should be taken for lunch. Flexible working patterns are also available. Occasional evening and weekend work will also be required.

**Salary:**

£20,981.84 p/a

(UK Living Wage / FTE = £26,227)

**Holidays:**

25 days per annum, plus statutory public holidays (pro rata)

**Responsible to:**

Head of Programme

**Trial period:**

Three months

**Notice period:**

One month

**Pension scheme:**

A contributory work-based pension in line with the government legislation regarding auto-enrolment.

**Job Location:**

Lighthouse, 28 Kensington Street, Brighton, BN1 4AJ

## **Summary**

Lighthouse is looking for a committed and energetic individual to work as a Programme Assistant to support our youth creative development programmes.

We are looking for someone who has demonstrable project management skills, some experience working with young people in a community, youth work or education context, and be able to work efficiently on organisational and administrative tasks. As the role involves working with young people, the successful candidate will be required to undergo a Disclosure and Barring Service (DBS) check and safeguarding training.

## **About Lighthouse as an Organisation**

Lighthouse is a charity that supports artists who use digital technology in their work, and helps people find routes into the creative and cultural industries. From our central Brighton venue we deliver education and talent development programmes, commission artists to make and present new work, and present exhibitions, talks and artist residencies.

As well as housing our own exhibitions and events, we have a range of spaces available to hire for events such as meetings, talks, screenings, and receptions. We also host office suites for creative companies and currently have seven creative sector companies based in the building.

## **Job Description - What you'll be doing**

The Programme Assistant is an \*entry-level role, and is vital to assisting the Lighthouse team in the development and delivery of our work, by providing solid project management and coordination support. This is an ideal opportunity for someone looking to develop their project management skills in a busy arts charity, in a supportive and friendly working environment that is stimulating to work and learn in.

### **Programme duties:**

- Supporting the producer and programme team with the management, development, and delivery of the programme.
- Supporting the producer in delivering our youth creative development programme, aimed at 16-25 year olds.
- Managing assigned project activities and public-facing events, including talks, workshops, and performances.
- Supporting the recruitment of speakers, workshop leaders and other contributors, and managing associated relationships and contracts.
- Being a key point of contact for partner organisations, venues, project participants and teams.
- Coordinating outreach to youth organisations and young people, working closely with the relevant partners and other external organisations.
- Providing support to the young people and other contributors involved with the projects.
- Liaising with subcontractors and other contributors including volunteers, consultants, and workshop leaders, supporting contracting procedures for venues and programme contributors.
- Supporting the producer in ensuring that the project is monitored, documented, and evaluated, as required by funders and other stakeholders.
- Managing project-related finance processes, in liaison with the Executive

Team and bookkeeper.

- Assisting the Lighthouse Comms team with the promotion of project activities, including obtaining images and project or contributor information.

### **General duties:**

- Working in the Lighthouse office to provide a friendly, informative, and professional point of contact for incoming enquiries on the phone, by email and in person.
- Ensuring high standards of customer service in all interactions with the public, and represent the organisation externally as required.
- Aiding the Operations Team with the set-up and supervision of events, and during installation/exhibition periods in the building.
- Working in accordance with Lighthouse's Health & Safety Policy, Equality & Diversity Policy, and Child & Vulnerable Adults Policy.
- Carrying out any other duties as reasonably required by the Senior Management Team.

### **Training & Professional Development**

- Helping to identify opportunities for training and your own professional development, in consultation with the Executive Team, such as short courses, workshops, conferences and seminars that would be beneficial to your professional progression, in line with your agreed Development Plan.

### **Person Specification – What we're looking for**

#### **Essential**

- Experience of working collaboratively on the development and delivery of creative and/or cultural projects, such as workshops and live events.

- Proven understanding of safeguarding for young people, health and safety issues and risk assessment.
- Proven experience of working successfully in a team, and with the public.
- Demonstrable experience of multi-tasking, working to deadlines, and juggling conflicting priorities.
- Good level of digital literacy, with strong ICT skills, including experience of using office software such as Microsoft Word, Excel, Google Docs, working online and communicating via email.
- Excellent verbal and written communication skills, including confident use of social media.
- Experience of administration and budget management.
- A flexible approach and availability to work around project timelines.
- Good initiative and a proactive approach, with the ability to take ownership of tasks and ensure problems are resolved quickly and effectively.
- A strong commitment to increasing diversity, access and inclusion in the arts and cultural projects, and to providing equal opportunities.
- A high level of accuracy and excellent attention to detail.
- Excellent time management skills.
- A good understanding of the artistic work presented by Lighthouse.

## **Desirable**

- Experience of working in education and/or the development and delivery of youth arts projects.
- Experience of working with young people aged 16-25 from disadvantaged backgrounds, such as those who are not in employment, education or training.
- Knowledge of the youth and community infrastructure within Brighton & Hove.

- Experience of project management in a professional context.
- Experience of financial reporting and contributing to reports for funders.
- Experience of supervising staff, sub-contractors and/or volunteers.
- Experience of using project management and team collaboration software to manage communications, actions, budgets, schedules and other project materials (such as ClickUp, Slack, Dropbox and Google Apps).
- Knowledge of / motivated to acquire new skills e.g. in design, digital and AI literacy,
- Knowledge of workplace health and safety regulations.
- Experience of using online ticketing systems and mailing programmes such as Eventbrite and Mailchimp.

### **Support & Development**

Lighthouse offers a supportive team environment where everyone's voice is valued, and we all work together to create high quality events and provide a great visitor experience for everyone within our building. You will be supported by the team in your role and receive training and development opportunities to build your skills and knowledge. This includes:

- Full induction training on how to complete daily duties for your role.
- Health and safety, first aid, fire safety and evacuation training.
- A Personal Development Plan which will be regularly reviewed.

### **Place of Work**

Your primary workplace will be our main office at 28 Kensington Street, Brighton, BN1 4AJ.

## **How to Apply**

Interested candidates should send their submission by completing the online **application form linked on our website.**

**If you would like to send in an application in another format (ie video or voice note), there is the option to do this via the online form.**

After completing the application form you will receive a link to the **diversity monitoring form**. This is separate to your application and is submitted anonymously, and forms no part of our assessment process.

No late applications will be accepted. We regret we cannot give feedback on unsuccessful applications.

## **Key Dates**

|  |                                 |
|--|---------------------------------|
| <b>Role advertised:</b>                                | <b>23 January 2026</b>          |
| <b>Closing date:</b>                                   | <b>16 February 2026(midday)</b> |
| <b>Shortlisted candidates contacted for interview:</b> | <b>19 February 2026</b>         |
| <b>Interview date:</b>                                 | <b>24 February 2026**</b>       |

\*\*In person interviews are preferred, but where necessary they can be done online - we will work with shortlisted candidates to determine the best option.

## **Before you apply**

### **Equal Opportunities**

Lighthouse is an equal opportunity employer and welcomes applications from all members of the community, especially those that are currently

under-represented within cultural organisations (including people from Black, Asian and ethnically diverse backgrounds and people who identify as coming from marginalised communities).

Our team is predominately white, cisgender and non-disabled. We believe that what we do will have a greater impact when our charity reflects the city in which we work and we fully welcome applications from those who will bring a different voice to the team.

If you have any access needs that would support you to engage with this application process in a more enabling way, please get in touch with Alli Beddoes Artistic Director/CEO – [alli@lighthouse.org.uk](mailto:alli@lighthouse.org.uk)

We are a UK Living Wage employer.

Entry level role: this is a perfect role for starting your career in the arts and charity sector.

## **Enquiries**

Enquiries should be addressed by email to Alli Beddoes, Artistic Director/CEO – [alli@lighthouse.org.uk](mailto:alli@lighthouse.org.uk)