



Role Description

Title	Supported work placement - Amazing Futures Youth Project, Brighton & Hove
Responsible to	Sally Bournier , Amazing Futures Brighton & Hove Lead
Hours of work	7 hours (one day) per week for 30 days usually Thursdays 12 – 7 pm, and some Fridays.
Length of internship	6 months until end of March 2027 (usually working one day a week)
Payment	£13.57 per hour (based on living wage guidelines)
Place of work	Based at the Amaze Brighton office, with an additional 4 days at Brighton Museum and 4 days with Allsorts youth project.
	Must be age 18 plus

Main Purpose of the Role

To help Amaze run our project for young people with Special Educational Needs and Disabilities (SEND) aged 14-25, working closely with the Amazing Futures team. To gain experience and skills in youth work and an office environment.

1	To help run activities and groups with other young people setting Be part of the Amazing Futures team and helping at our Thursday youth club each week.
2	To help build partnerships with Brighton & Hove Museum and Allsorts



	You will have some time working with these organisations and can help think of projects we can do together.
4	To support the administration of the project. The role will involve some general admin duties such as printing, preparing registers, buying resources and keeping track of expenses.
5	To help develop resources and plan games activities Working closely with the team to design some activities that for young people.
6	To represent Amaze Working within the Amazing Futures Team at events and meetings to help raise awareness of Amaze.

	General Responsibilities
1	To follow Amaze policies and procedures
2	To work positively in partnership with other organisations
3	To carry out other duties appropriate to the role as required
4	To attend team meetings, supervision and training as agreed with your manager

What you can expect from this opportunity

Training

Support and supervision: you will have a member of staff assigned to you each day to help support you

Paid holiday

Guidance on Access to Work assessment if needed

Access to Employment Assistance Programme

The chance to develop skills such as:



- working as part of a team in a friendly environment
- work ready skills
- how to manage your time and organise your work
- office administration and use of IT
- developing confidence
- session planning and idea development
- working with all sorts of people
- creating resources
- working at Brighton & Hove Museum and Allsorts

What we are looking for (our person specification)

Essential - we need someone who:

- understands special educational needs and disability (SEND) through their personal experience
- has lived experience of the issues faced by young people today
- will encourage young people to be positive about themselves
- is good at communicating with other people, one to one and in a group situation
- is sensitive and non-judgemental towards young people
- has reading and writing skills
- has basic computer skills
- is confident working in an office and meeting new people
- is ready to be committed and reliable
- can work in the early evening
- can travel to different locations in Brighton

Desirable - we would like someone who:

- has experience of helping with activities for children or young people
- has skills or hobbies they can share with young people. This could be sport, board games, music, art, drama etc



To apply

- **Please upload your CV and cover letter [here](#).** Your letter should explain how your skills and experiences match what we are looking for and should be no longer than 2 pages. **Alternatively**, you can upload your CV and a separate document containing a link to a short video or audio recording of yourself (maximum 5 minutes) explaining your skills and experience. This will need to be hosted privately on a platform like YouTube and include the link in your document.
- Your letter or video or audio recording is your chance to explain how you match what we are looking for. You should use the list above and say how your experience in life, work, volunteering or education have prepared you for this role.
- **The closing date for applications is 11.59 pm Thursday 24th September 2026**
- **Interviews will be held in person in Brighton on Thursday 30th September 2026**
- If you would like to discuss this role, please contact: Ella Burns, ellab@amazesussex.org.uk or 07483 903 779.