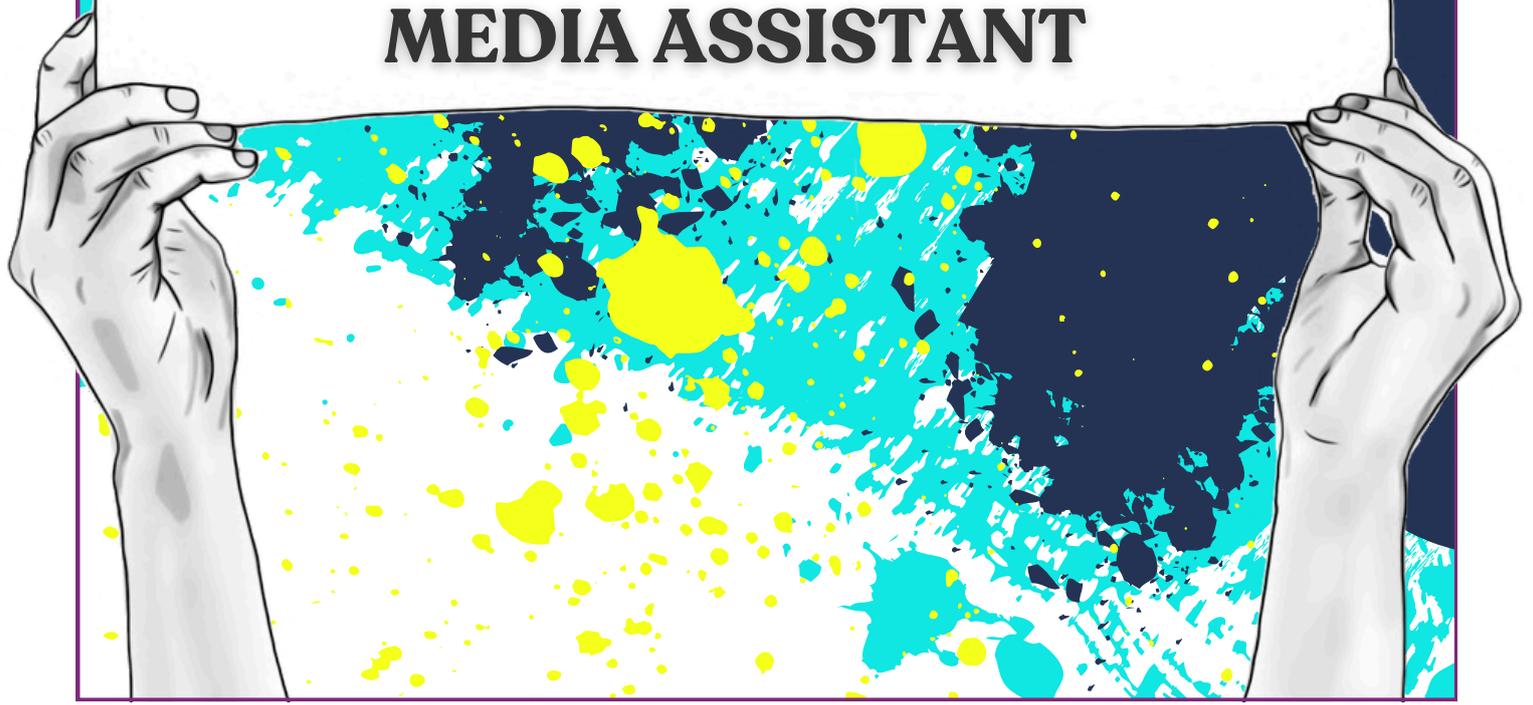




AN EXCITING  
OPPORTUNITY HAS ARISEN  
TO JOIN OUR INNOVATIVE  
AND ENERGETIC  
CREATIVE TEAM



BEACON HOUSE THERAPEUTIC  
SERVICES IS LOOKING FOR A  
**PART TIME CREATIVE  
MEDIA ASSISTANT**



## THE ROLE

### THE ROLE WILL INVOLVE:

- Being led by our Creative Designer, and supporting her role through collaboration.
- Developing engaging and accessible social media content and marketing materials to support the growth of our clinical services and training programs.
- Creating interactive and engaging content for our monthly newsletter.
- Working as part of the Creative Team and with the Leadership Team to provide them with relevant marketing materials for service development and networking opportunities.
- Working with our Creative Design Assistant to update our website and service information with up-to-date imagery and videos.
- Teaming up with our Therapists to generate content and creating engaging YouTube material.

## THE ROLE (CONT)

### THE SUCCESSFUL APPLICANT WILL:

- Preferably have some experience working with multiple types of filming, lighting and camera equipment.
- Have skills and experience using video editing software and Canva, and be able to evidence creative aptitude on this platform including the ability to tell different stories.
- Have proven experience managing social media platforms for business purposes. The ideal applicant will have a strong understanding of content creation, audience engagement, and analytics, with the ability to develop and execute effective social media strategies driving growth.
- Have excellent written and verbal communication skills.
- Be able to provide two satisfactory references covering paid/unpaid work experience across the last three years.

### THE SUCCESSFUL APPLICANT WILL NEED THE FOLLOWING VALUES AND QUALITIES:

- Courage, tenacity, spirit and energy.
- The ability to both take initiative, and take leadership.
- An openness to learning and developing.
- An enthusiasm to take up membership of the Beacon House team.
- Value integrity and respect for all humans.
- The personal resilience to cope with exposure to other people's trauma stories.
- A commitment to equality, diversity, inclusion and belonging.

### TERMS & CONDITIONS:

- This is an employed, fixed term contract for 6 months, when its continuation will be reviewed.
- 7.5 hours per week worked flexibly on different days.
- Salary terms available on request.
- 25 days annual leave, pro rata.
- 3 days sick leave.
- Regular line management with our Creative Designer.
- Member of our creative team.
- Access to our pre-recorded training and monthly in-house CPD hour.

## About the Service

Beacon House is a dynamic and thriving multidisciplinary service specialising in therapeutic services for children, young people, families and adults in West Sussex and surrounding areas. As a team, we combine psychotherapy, psychology and occupational therapy to provide a range of creative and carefully formulated assessment and therapy packages, with a special focus on repairing the effects of early trauma.

We receive referrals from self-funding adult clients and families who present with difficulties such as anxiety, low mood, school avoidance, OCD, PTSD, self-harm and family conflict. We work with over 100 children who are adopted or living with Special Guardians and as a service.

## LOCATION



The successful applicant will be based in our Cuckfield clinic, Chapelfields, West Sussex but will have flexibility to work from home as needed.

## Safeguarding Statement

Beacon House is highly committed to the safeguarding of all children and adults at risk who come into contact with our service. Following safer recruitment procedures is the first step to ensuring we are able to keep all those who come into contact with Beacon House safe.

You will also be required to apply for a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role. You are welcome to request our full Safer Recruitment policy or access our Safeguarding Framework on our website ([www.beaconhouse.org.uk](http://www.beaconhouse.org.uk)).

## Equality and Inclusion Statement

The work of Beacon House is based on the belief that each individual is of equal worth regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics). All application forms will be considered equally, regardless of the above characteristics, and on the basis of the applicant's ability, experience, professional values and qualifications. We recognise the value of having a diverse workforce in order to best meet the needs of our clients.



Beacon House is anti-racist. You can find our anti-racist service position statement on our website.

## GDPR Statement

If you apply for the role, your personal data will be recorded, stored, processed and utilised for safer recruitment purposes in accordance with our Privacy Policy. If your application is not successful on this occasion, we will securely and permanently destroy all information you have provided to us after six months, in line with our retention policy.

[Click here to read our policies](#)



# THE RECRUITMENT PROCESS

For informal enquiries and to request an application form please get in touch with **Sarah Brown, Operations Manager** on

[sarah.brown@beaconhouse.org.uk](mailto:sarah.brown@beaconhouse.org.uk)

**Deadline** for applications: 1st April 2026

**Interviews** will be held: TBC

**We look forward to hearing from you!**