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**Job Description**

Social Enterprise Kent is an award-winning community organisation, passionate about improving lives and supporting communities in Kent & Medway. We believe in the power of social enterprise to effect positive change in our communities, and the importance of partnership working in all sectors.

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| **Job title:** Community Connector – Empowering Communities project (Margate based) |
| **Main purpose of job:**  To work on a one-to-one basis with participants across East Kent as part of the Empowering Communities project. The support will be delivered through 1:1 meetings, helping individuals to move towards and into employment, and work with them to address any barriers to work. All support is holistic and person-centred. Key focus areas of the programme are: employability, access to training and volunteering, money management and social and health needs.   |
| **Department:** Business and Skills | **Location:** This is a field-based role with the office base being Margate. The focus areas will be Thanet, Dover and Folkestone districts with travel across East Kent.  |
| **Position reports to:**Employability Project Manager | **Position is responsible for:** N/A |
| **Length of contract:** 1-year, Fixed Term | **Salary:** £26,000 |
| **Hours of Work:** 37.5 hours per week | **Additional information**: We welcome applications from people of all ages, abilities, and backgrounds. Those who have personal experience of some of the issues we are trying to address at Social Enterprise Kent, are especially welcome to apply. |

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| **Main duties** |
| 1. **Supporting Individuals**
* Deliver tailored 1:1 support to a caseload of participants, including employability support.
* Have a good understanding of the project KPIs and reporting requirements, and work with the project manager to ensure these are achieved in a timely manner.
* Link in with local services and organisations to help participants access local support for ongoing assistance and to promote community engagement.
* Develop a good knowledge of the local labour market and engage with local employers to maximise job starts.
* Liaise with local Job Centres and other key stakeholders to promote the project and generate referrals and provide feedback to referrers where necessary.
* Assist in the development and support of the Peer Support Volunteer programme.
1. **Monitoring, evaluating and reporting**
* Write case studies to capture the journey of the participants and evidence the impact of the project.
* Ensure all paperwork, reporting, outputs and outcomes are met, whilst ensuring an excellent attention to detail.
* Produce and submit reports in the agreed format and in accordance with agreed timetables using both qualitative and quantitative data.
* Actively contribute content to social media and for the wider marketing function (e.g. Case studies and reports, etc).
* Support with the provision of management information and KPIs on the project.
1. **Contributing to SEK’s objectives**
* To be a committed team member, that is engaged with SEK’s goals.
* To demonstrate personal commitment to safeguarding and equality and diversity.
* Create and promote a culture that is welcoming, respectful, inclusive, kind and supportive.
* Any other reasonable duties/tasks that may be required for the success of SEK.
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**Last updated:** 26th September 2025

**Person Specification**

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| **Experience** | Recent working or volunteering experience in Kent. |
|  | Experience of delivering 1-2-1 support to individuals to achieve their outcomes. |
|  | Experience in delivering employability programmes. |
| **Qualifications** | A good level of Maths and English equivalent to GCSE grade 4 (c) or above. |
| **Skills and Abilities** | Able to show empathy. |
|  | Robust IT skills and ability to use Microsoft software packages. |
| Able to manage own workload. |
| Excellent time management skills. |
| Good attention to detail. |
| Ability to follow processes and deliver outcomes. |
| Able to challenge others, whilst maintaining trust. |
| An understanding of the issues facing deprived communities. |
| **Knowledge**  | Knowledge of employability support. |
|  | Knowledge of barriers to employment (desirable). |
| **Personal Qualities** | Ability to be flexible and adaptable to changing needs. |
|  | Supportive of individuals. |
| Community spirited. |
| Can do attitude/proactive. |
| Work on own initiative. |
| Innovative and the ability to think outside of the box. |
| Solution focused. |