



## 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.

<b>Job title:</b> Project Manager – Our Heron, Our Future	
<b>Main purpose of job:</b> To lead the delivery of Our Heron, Our Future, a National Lottery-funded Community Power programme supporting residents of Heron Ward in Herne Bay, to influence the services they use and decisions that affect their lives. The postholder will balance hands-on community delivery with project management responsibilities, including monitoring, reporting, learning capture and partnership coordination.	
<b>Department:</b> Health and Wellbeing	<b>Location:</b> This is a field-based role based in Heron Ward, Herne Bay. There will be some travel across east Kent.
<b>Position reports to:</b> Director of Health & Wellbeing	<b>Position is responsible for:</b> N/A
<b>Length of contract:</b> 1 year fixed term	<b>Salary:</b> £30,000
<b>Hours of Work:</b> 37.5 hours per week	<b>Additional information:</b> 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.

### Main duties

#### 1. Project Delivery & Community Engagement

- Lead day-to-day delivery of the Community Power programme.
- Build trusted relationships with residents, groups, community leaders and partners.
- Coordinate and deliver community engagement activities including events, outreach and participatory workshops.
- Support the recruitment and training of Community Participatory Researchers.
- Facilitate the Community Advisory Group and ensure lived experience shapes the programme.
- Support delivery of micro-grant funded small projects.
- Help residents co-design solutions to identified priority issues.

## **2. Programme Management**

- Maintain a detailed delivery plan and oversee project progress.
- Manage the project budget in line with grant conditions.
- Coordinate partnership meetings and maintain clear communication across agencies.
- Maintain risk logs, project documentation and compliance records.

## **3. Monitoring, Evaluation & Reporting**

- Lead monitoring and data collection, ensuring accurate engagement data and insight capture.
- Maintain the Insight Bank and ensure data is handled securely (UK GDPR compliant).
- Produce monthly reports for partners, governance boards and The National Lottery Community Fund.
- Capture and synthesise learning for local and national Community Power learning programmes.

## **4. Partnership Working & System Change**

- Build effective relationships with statutory agencies, VCSE organisations and the Heron Neighbourhood Team.
- Support partners to work in a “doing with, not to” way, reflecting on power-sharing and co-production.
- Coordinate attendance at national learning events.
- Share insights and emergent themes across the partnership.

## **5. Communications & Representation**

- Promote the project locally using appropriate National Lottery branding.
- Prepare updates, case studies and stories for internal and external communications.
- Represent the project at community forums and partner meetings.

**Last updated:** 5<sup>th</sup> December 2025

## Person Specification

<b>Experience</b>	<p>Community engagement, community development, or co-production.</p> <p>Coordinating and managing project delivery plans.</p> <p>Monitoring, evaluation and reporting to funders.</p> <p>Working with diverse communities and building trust.</p> <p>Managing budgets and maintaining accurate documentation.</p> <p>Facilitating workshops, meetings and group discussions.</p> <p>Working within multi-agency or cross-sector partnerships.</p> <p>Supporting, coordinating or training volunteers or community researchers.</p> <p>Experience with participatory research methods or lived-experience-led approaches.</p>
<b>Qualifications</b>	<p>A good level of Maths and English equivalent to GCSE grade 4 (c) or above.</p> <p>Project Management qualification is desirable</p>
<b>Skills and Abilities</b>	<p>Strong project management skills, including planning, coordination and delivery.</p> <p>Excellent communication skills, both written and verbal.</p> <p>Ability to build and sustain positive relationships with a wide range of stakeholders.</p> <p>Ability to work with diverse communities and build trust.</p> <p>Confident facilitation skills, able to lead workshops, meetings and group discussions.</p> <p>Ability to apply safeguarding, equality, diversity and data protection responsibilities appropriately in day-to-day work.</p>
<b>Knowledge</b>	<p>Knowledge of safeguarding, equality, diversity and inclusion, and data protection responsibilities.</p> <p>Awareness of effective monitoring, evaluation and reporting processes.</p> <p>Understanding of how to work with and build trust within diverse communities.</p> <p>Knowledge of health inequalities, public health or local government contexts.</p>
<b>Personal Qualities</b>	<p>Committed to working <i>with</i> communities rather than <i>doing to</i> them.</p> <p>Values equity, inclusion and amplifying underrepresented voices.</p> <p>Open, reflective and honest, with a willingness to learn and adapt.</p> <p>Passionate about community-led change and supporting residents to build power and agency.</p> <p>Collaborative and empathetic, able to build strong relationships across diverse groups.</p> <p>Patient, resilient and able to navigate complexity and ambiguity.</p> <p>Self-motivated, proactive and able to work independently as well as part of a team.</p>

