



**Social
Enterprise
Kent**

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 and partnership working across all sectors to effect positive changes in our communities.

Job title: Employer Engagement Coordinator

Main purpose of job: To lead employer engagement activity across Social Enterprise Kent, with a focus on the Health and Social Care sector, building strong partnerships that create employment, training and progression opportunities for participants.

The postholder will work closely with delivery teams, employers and stakeholders to develop sustainable relationships, support workforce needs, and ensure participants are successfully matched to opportunities. The role will contribute to programme performance by strengthening employer links, improving outcomes and supporting inclusive employment pathways.

Department: Business and Skills

Location: Hybrid - Ashford/Margate with travel across Kent & Medway

Position reports to: Head of Employability

Position is responsible for:

- Acting as the key contact between employers and SEK's employment programmes.
- Developing and maintaining a database of key contacts.
- Delivering 2 recruitment events to broker relationships between participants and local employers.

Length of contract: Permanent

Salary Band: £27,000 – £32,000 per annum, depending on experience

Hours of Work:

Full-time (37.5 hours per week), office hours are between 9am-5pm (with ½ hour unpaid lunch and 2 x paid 15-minute breaks).

Additional information:

A full clean driving licence and access to a vehicle to use for business is essential

An enhanced DBS check is required

This role is key to SEK's vision to make every day a better tomorrow for our communities. By developing relationships with anchor organisations, smaller health and social care providers and other employers this role will help develop sustainable positive destinations for people in our communities.

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Key Responsibilities

Employer Engagement & Relationship Management

- Build and maintain strong partnerships with employers across priority sectors, particularly Health & Social Care
- Act as the main point of contact between employers and SEK employability programmes
- Develop a strong understanding of employer recruitment needs and workforce trends
- Create and maintain a pipeline of opportunities aligned to learner skills and progression goals
- Develop and manage a database of employer contacts and engagement activity

Employability Outcomes & Learner Progression

- Work closely with delivery teams to align employer opportunities with learner needs
- Support the matching of learners to appropriate vacancies, placements, and progression routes
- Gather and utilise employer feedback to improve learner readiness and programme delivery
- Contribute to positive, sustainable outcomes including employment, training, and progression
- Map and develop sector-specific opportunities within Health and Social Care

Events & Partnership Development

- Plan and deliver recruitment and engagement events to connect learners with employers
- Represent SEK at networking events and partnership meetings
- Strengthen links with local stakeholders to support programme outcomes and community impact

Quality, Compliance & Continuous Improvement

- Track employer engagement activity, vacancies, and outcomes in line with programme KPIs
- Support organisational readiness for audits and inspections through effective employer engagement evidence
- Maintain accurate records of employer activity, outcomes, and engagement using CRM systems
- Identify trends and contribute to continuous improvement in employability delivery

Sector Insight & Strategic Contribution

- Monitor labour market trends and employer needs to inform programme development
- Contribute to strategic planning of sector pathways and employer engagement approaches
- Support development of sector-specific initiatives (e.g. Health & Social Care pathways)

Last updated: April 2026 **Date of next review:** April 2027

Person Specification

	Essential	Desired
Qualifications	<ul style="list-style-type: none"> • Maths and English GCSE (or equivalent) • Relevant qualification in Employability, Business, or related field 	<ul style="list-style-type: none"> • Information, Advice and Guidance Level 2 or above
Experience	<ul style="list-style-type: none"> • Experience in employer engagement, recruitment, or employability delivery • Experience supporting individuals facing barriers to employment 	<ul style="list-style-type: none"> • Experience in organising and delivering events • Experience working with funded programmes (e.g. DfE, ESFA, or similar)
Skills and Abilities	<ul style="list-style-type: none"> • Strong relationship management and stakeholder engagement skills • Ability to align employer needs with learner outcomes • Excellent communication, influencing, and networking skills • Strong organisational skills and ability to manage competing priorities 	
Knowledge	<ul style="list-style-type: none"> • Understanding of employability pathways and progression routes • Awareness of labour market trends and employer needs • Understanding of quality and compliance in funded provision (desirable: Ofsted EIF) 	
Behaviours	<ul style="list-style-type: none"> • Quality-focused: Maintains high standards of quality, accuracy and compliance. • Supportive and collaborative: Works positively with colleagues, influencing practice through guidance, credibility and teamwork. • Learner-centred: Keeps learner needs, inclusion and positive outcomes at the heart of delivery and improvement activity. 	

	<ul style="list-style-type: none"> • Calm under scrutiny: Confident and professional in regulated, audited and inspected environments. • Proactive and improvement-focused: Identifies issues early and contributes to continuous improvement. • Organised and reliable: Manages workload effectively, meets deadlines and follows through on actions. • Ethical and professional: Acts with integrity, confidentiality and respect at all times. 	
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The Employer Engagement Officer will demonstrate a strong alignment with Social Enterprise Kent’s core values through the following behaviours:

Respect	Treats learners, colleagues, partners and stakeholders with fairness, dignity and empathy. Builds trusted relationships, supports inclusive employability practice, and empowers others to develop confidence, skills and independence.
Continuous Improvement	Actively seeks feedback, reflects on practice and uses learning to improve employability delivery, quality processes and funded compliance. Embraces innovation and supports teams to adapt and strengthen provision over time.
Deliver on Promises	Takes accountability for quality assurance, inspection readiness and funded requirements. Meets deadlines, follows through on actions and ensures commitments to learners, funders and colleagues are met consistently.
Socially Responsible	Acts ethically and with integrity, championing inclusion, equality and positive learner outcomes. Ensures employability and funded skills provision contributes to meaningful social impact and improved life chances.
Positivity	Maintains a calm, constructive and solution-focused approach, particularly in regulated or high-pressure environments. Supports colleagues with reassurance and professionalism, helping to build confidence and morale.
Keep Things Simple	Communicates clearly and accessibly with staff and learners. Supports the development of straightforward, user-friendly processes that reduce complexity and enable high-quality employability and funded skills delivery.