



**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 to effect positive change in our communities, and the importance of partnership working in all sectors.

Job title: Integration and Engagement Coordinator

Main purpose of job: To lead the integration and engagement of the Connect to Work programme across East Kent (Thanet, Dover and Folkestone districts) and North Kent (Medway and Gravesham), ensuring the programme is effectively embedded within local systems and partnerships.

Connect to Work is a supported employability programme, specialising in helping people with complex barriers to move closer and into work.

The postholder will be the key link between the programme, local employers, community organisations, DWP teams, training providers and wider stakeholders, ensuring smooth integration, positive referral pathways and well-coordinated support for participants.

Department: Business and Skills

Location: Field-based roles in East or North Kent, with extensive travel across Kent and Medway

Position reports to: Employability Programme Manager

Position is responsible for: N/A

Length of contract: Permanent

Salary: £28,000 FTE

Hours of Work:

Full-time roles 37.5 hours per week

Part-time roles minimum 2.5 days per week

Additional information:

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

An enhanced DBS check will be required

Key Responsibilities

1. Stakeholder Engagement & Relationship Management

- Develop and maintain strong relationships with health networks and organisations, charities, VCSE organisations, Jobcentre Plus Work Coaches, local authorities and other referral partners.
- Promote the Connect to Work programme to generate regular, high-quality referrals.
- Represent the programme at local stakeholder meetings, partnership forums and community events.
- Create structured communication channels to ensure stakeholders are informed, engaged and confident in the programme offer.
- Support the development of employer relationships in collaboration with Employment Specialists.

2. Integration & Programme Coordination

- Strengthen internal and external referral pathways to ensure a seamless participant journey.
- Work closely with delivery partners to coordinate activities, manage expectations and ensure contract compliance.
- Monitor participant flow, engagement levels and pipeline activity, escalating risks where necessary.
- Support the mapping of local services, training providers and employment opportunities to create a wider ecosystem of support for participants.

3. Communications & Promotion

- Produce stakeholder updates and support with promotional literature to boost visibility and understanding of the programme.
- Deliver presentations to partners and employers to increase programme reach.
- Gather and share success stories, case studies and impact data to demonstrate the programme's effectiveness.

4. Performance Monitoring & Reporting

- Track stakeholder engagement activity, referral patterns and integration outcomes in line with programme KPIs.
- Update programme management systems to maintain accurate and compliant data.
- Provide reports and feedback to the Programme Manager to support continuous improvement and programme development.

Last updated: 10/4/2026

Person Specification

	Essential	Desired
Qualifications	Maths and English GCSE Pass or equivalent	Information, Advice and Guidance Level 2 or above
Experience	Experience of building strong and productive relationships Experience of presenting to partners and external audiences	
Skills and Abilities	Strong written and verbal communication Ability to influence and build rapport Good IT skills, including MS Office and data reporting systems Organised and self-motivated, able to manage a varied workload across multiple stakeholders	Able to analyse trends, identify opportunities and support improvements in referral and engagement pathways
Knowledge	Recent experience of paid employment	Knowledgeable of employability, understanding of local labour market trends and experience of community working.
Behaviours	Proactive, driven and compassionate Collaborative working style Professional and resilient	
The successful candidate will demonstrate a strong alignment with Social Enterprise Kent's core values:		
Respect	Treats colleagues, partners, and clients with fairness and dignity, promoting empowerment and growth.	
Continuous Improvement	Embraces feedback, learning, and innovation to drive improvement in services and personal performance.	
Deliver on Promises	Takes accountability and consistently meets or exceeds targets, deadlines, and expectations.	
Socially Responsible	Acts ethically, champions inclusion, and prioritises positive impact in decision-making and actions.	
Positivity	Maintains a constructive, optimistic approach, even under pressure, and fosters morale within the team.	
Keep Things Simple	Communicates clearly, avoids unnecessary complexity, and designs processes that are user-friendly and effective.	

