

## Job Description

**Job title: Community Projects Officer**

(Full time – 37.5 hours per week)

**Main purpose of job:**

Support the delivery of health and wellbeing projects engaging with communities across Kent, primarily to:

- Build relationships, gather insight and deliver information, support and signposting
- Facilitate a variety of events and conversations in the community
- Identify gaps in, and barriers to, service provision and support

The postholder will engage with individuals, communities and their trusted intermediaries, as well as stakeholders and partners where needed.

The objectives of the Health and Wellbeing directorate include supporting our most deprived communities, working closely with local authority and NHS colleagues to reduce health inequalities and improve physical and mental wellbeing.

**Department:** Health and Wellbeing

**Location:** Field based with a Margate or Ashford office base. Due to the nature of the role, travel across Kent will be required, with some focus on East Kent and Thanet

**Position reports to:** Community Engagement Projects Manager

**Position is responsible for:** No line management responsibility

**Length of contract:** Permanent

**Salary:** £26,227.50

**Hours of Work:** Our office hours are between 8am-5pm; as a flexible employer we support staff with some home-working and offer flexible working. There may be some evening/weekend working when needed.

**Additional requirements:**  
Desirable: A full clean driving licence and access to a vehicle to use for business  
Essential: To undertake an enhanced DBS check

### Main duties

**1. Supporting individuals**

- Deliver and support **community engagement projects** in a varied health and wellbeing programme, within communities more likely to experience health inequities.
- Provide **accessible and impartial information, guidance and signposting** across our community engagement projects. Content may include topics such as cancer and screening awareness, staying active and/or signposting to fuel poverty support.
- Identify and secure venues, groups and events for **engagement**
- Gather insight into health inequities, barriers to and enablers of improved health and wellbeing.
- Identify key stakeholders and referral partners and **proactively manage relationships** to achieve project outcomes.
- Collation of information e.g. referrals, case studies and impact data.
- Attend meetings as appropriate.

## **2. Monitoring, evaluation, and reporting**

- Work cross-organisationally and collaboratively with relevant internal teams
- Use data to identify key areas of health inequalities e.g., unemployment, deprivation, demographic information.
- Ensure all paperwork, reporting, outputs and outcomes are met as part of these projects, whilst ensuring an excellent attention to detail
- Support with the provision of management information and KPIs on the project
- Produce and submit reports in the agreed format and in accordance with agreed timetables using both qualitative and quantitative data.
- Actively contribute content for social media and for the wider marketing function (e.g. case studies and reports, etc)

## **3. External Partners and Communication**

- Maintain effective relationships with e.g. employability professionals, Information, Advice and Guidance Services, support services, stakeholders, and partners
- Recognise people's needs for different methods of communication and respond accordingly

## **4. SEK's Values**

- Respect – Treating people with respect promotes independence and growth.
- Continuous Improvement – We strive to grow together as a team, learning from one and other, sharing knowledge. By improving as Individuals, we elevate our collective Impact.
- Deliver on Promises – We meet or surpass our commitments, financial and impact goals.
- Socially Responsible – Demonstrating social responsibility throughout all activities.
- Positivity – We cultivate a positive attitude and humour in our approach.
- Keep Things Simple – Embrace simplicity: simple yet effective
- To be a committed team member, that is engaged with SEK's goals
- To demonstrate personal commitment to safeguarding and equality and diversity
- Any other reasonable tasks as requested by your manager

**Last updated:** 25<sup>th</sup> March 2026

**Date of next review:** 25<sup>th</sup> March 2027

## Person Specification

**Job Title:** Community Projects Officer

**Department:** Health and Wellbeing

**Seniority Level:** Operational

Factor	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Excellent written English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Information, Advice and Guidance or community engagement qualification</li> </ul>
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>• A strong background in delivering or working within the VCSE sector.</li> <li>• Experience of dealing with confidential and sensitive matters.</li> <li>• Experience of developing positive relationships with individuals, communities and stakeholders.</li> <li>• Experience of developing and organising community events and projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working or volunteering in Kent.</li> <li>• Community engagement experience.</li> <li>• Experience of presenting and collecting qualitative and quantitative data.</li> </ul>
<b>Aptitude, skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to assess needs, manage boundaries and make appropriate referrals.</li> <li>• Ability to work with a diverse range of people and groups from different backgrounds.</li> <li>• Ability to pass on knowledge and provide impartial advice and guidance to others.</li> <li>• Ability to communicate clearly and compassionately with a wide range of people (written and verbal)</li> <li>• Experience of using Microsoft Office programmes</li> <li>• Attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using CRMs</li> <li>• Report writing and/or presentation of data</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding and appreciation of the role of the VCSE sector.</li> <li>• An interest in supporting individuals and health and wellbeing.</li> <li>• Willingness to undertake training in content covered by our projects.</li> <li>• An understanding of safeguarding, risk and data protection.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge/ understanding of working in Community based projects</li> <li>• Understanding of health inequalities</li> <li>• Knowledge of barriers to community engagement</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines.</li> <li>• Ability to work flexibly and enthusiastically within a team or own initiative.</li> <li>• A polite and professional manner.</li> <li>• Willingness to travel across Kent where needed.</li> </ul>	