



**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.

<b>Job title:</b> Employment Advisor	
<b>Main purpose of job:</b> To deliver high-quality, person-centred employability support that enables individuals to progress towards and into sustainable employment. The postholder will manage a caseload of participants, supporting them to build confidence, develop skills and overcome barriers to work through tailored one-to-one interventions.	
<b>Department:</b> Business and Skills	<b>Location:</b> Field-based role, with offices located in Ashford or Margate. Due to the nature of the role, travel across Kent will be required, with a focus on East Kent.
<b>Position reports to:</b> Head of Employability	<b>Position is responsible for:</b> <ul style="list-style-type: none"><li>• Managing a caseload of participants and delivering one-to-one employability support</li><li>• Supporting participants to achieve progression outcomes in line with programme targets</li><li>• Maintaining accurate records, tracking activity and contributing to performance reporting</li></ul>
<b>Length of contract:</b> Permanent	<b>Salary:</b> £26,227.50
<b>Hours of Work:</b> 37.5 hours per week	<b>Additional information:</b> <p>A full clean driving licence and access to a vehicle to use for business is essential</p> <p>An enhanced DBS check is required</p>

## Key Responsibilities

### Participant Support & Delivery

- Deliver tailored 1:1 employability and progression support to a caseload of participants
- Support individuals to identify goals, develop effective action plans, and progress into employment, training or volunteering
- Take a person-centred approach, supporting individuals to overcome barriers such as health, confidence, or financial challenges
- Build strong local knowledge of employers, training providers and support services to enable positive outcomes
- Support volunteers involved in relevant Social Enterprise Kent projects

### Performance Monitoring & Reporting

- Maintain accurate, timely and compliant records of all participant activity and outcomes
- Contribute to achieving project KPIs, outputs and performance targets
- Produce case studies and success stories to evidence impact
- Contribute to reports and management information as required.

### Partnership Working & Engagement

- Build and maintain relationships with Jobcentre Plus, community organisations, employers and referral partners
- Promote the programme to generate referrals and increase engagement
- Provide feedback to partners and referrers, maintaining effective communication
- Work collaboratively with stakeholders to support participant progression

### Communication & Participant Engagement

- Communicate effectively with participants, adapting approaches to meet individual needs
- Build trust and rapport to support sustained engagement
- Encourage motivation, confidence and progression through regular contact and support

### Compliance & Quality

- Ensure all delivery is compliant with organisational policies, safeguarding requirements, and data protection regulations
- Follow agreed processes for documentation, reporting and participant tracking
- Contribute to continuous improvement by identifying opportunities to enhance delivery

### Team Collaboration & Contribution

- Work collaboratively with colleagues across programmes to share good practice
- Contribute to a positive, inclusive and supportive team culture
- Engage in team meetings, training and development opportunities

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Maths and English GCSE Pass or equivalent	Information, Advice and Guidance Level 2 or above
<b>Experience</b>	Proven experience of delivering one-to-one employability or progression support  Experience of helping individuals overcome barriers to work and achieve meaningful outcomes	
<b>Skills and Abilities</b>	Strong interpersonal and communication skills – able to build trust and motivate others  Good IT skills, including Microsoft Office and data reporting systems  Excellent organisation and time management, with the ability to manage your own caseload  Attention to detail and commitment to accurate recording and reporting	
<b>Knowledge</b>	Recent experience of paid employment	Understanding of the local labour market and partnership working in community or employment settings
<b>Behaviours</b>	Empathetic, person-centred approach with the ability to challenge and encourage positive change  Proactive, positive and solutions focused  Community-minded and collaborative  Flexible and adaptable to changing needs  Innovative thinker – keen to find new ways to engage and support participants	
The successful candidate will demonstrate a strong alignment with Social Enterprise Kent's core values:		
<b>Respect</b>	Treats colleagues, partners, and clients with fairness and dignity, promoting empowerment and growth.	
<b>Continuous Improvement</b>	Embraces feedback, learning, and innovation to drive improvement in services and personal performance.	
<b>Deliver on Promises</b>	Takes accountability and consistently meets or exceeds targets, deadlines, and expectations.	

<b>Socially Responsible</b>	Acts ethically, champions inclusion, and prioritises positive impact in decision-making and actions.
<b>Positivity</b>	Maintains a constructive, optimistic approach, even under pressure, and fosters morale within the team.
<b>Keep Things Simple</b>	Communicates clearly, avoids unnecessary complexity, and designs processes that are user-friendly and effective.