



**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 and group interventions.	
<b>Department:</b> Skills and Employability	<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  Some home-working arrangements may be agreed, subject to business needs
<b>Position reports to:</b> Employability Team Leader	<b>Position is responsible for:</b> <ul style="list-style-type: none"><li>• <i>Managing a caseload of participants and delivering one-to-one employability support</i></li><li>• <i>Supporting participants to achieve progression outcomes in line with programme targets</i></li><li>• <i>Maintaining accurate records, tracking activity and contributing to performance reporting</i></li></ul>
<b>Length of contract:</b> Permanent	<b>Salary:</b> £26,227.50 FTE
<b>Hours of Work:</b>  Full-time 37.5 hours per week  Part-time hours will also be considered	<b>Additional information:</b>  We welcome non-drivers to apply for this role, but individuals must be prepared to travel to delivery locations  An enhanced DBS check is required

## Key Responsibilities

### Participant Support & Delivery

- Deliver tailored 1:1 employability and progression support to a caseload of participants
- Support individuals to identify goals, develop 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>	English GCSE Pass or equivalent	Information, Advice and Guidance Level 2 or above
<b>Experience</b>	Experience of helping individuals overcome barriers and achieve meaningful outcomes Recent experience of paid employment	Proven experience of delivering one-to-one employability or progression support
<b>Skills and Abilities</b>	Strong interpersonal and communication skills – able to build trust and motivate others Good IT skills, including Microsoft Office Excellent organisation and time management Good attention to detail and a commitment to accurate recording and reporting	
<b>Behaviours</b>	Empathetic, person-centred approach with the ability to challenge and encourage positive change  Proactive, positive and solution 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.	