

SHEPPEY MATTERS

JOB DESCRIPTION

Position: Community Co-Ordinator x 2 positions

Project: Roots to Thrive

Location: Isle of Sheppey, Kent

Employment type: Fixed Term (3-year project)

Salary: £26,390 per annum (Full time equivalent based on 35 hours per week, pro rata)

Hours: Position 1 - 35 hours per week

Position 2 - 30 hours per week

Reports to: CEO

About Sheppey Matters – Roots to Thrive

Sheppey Matters is a community-based organisation dedicated to improving wellbeing, resilience, and opportunities for residents across the Isle of Sheppey. The Roots to Thrive project provides an inclusive, accessible, community-led programme integrating nature connection, physical activity, creativity, and environmental action, through workshops, group activities and targeted wellbeing initiatives. The programme aims to reduce health inequalities and ensure all residents can benefit from meaningful wellbeing support.

The Community Co-Ordinator plays a key role in engaging diverse residents, delivering activities, and building trusting, culturally sensitive relationships.

Position Summary

The Community Co-Ordinator will support the Roots to Thrive project by facilitating group sessions, conducting outreach, and offering person-centred support. The role includes working with individuals and families, collaborating with local organisations, and helping reduce barriers to accessing health and wellbeing opportunities.

KEY RESPONSIBILITIES

Community Engagement & Outreach

- Build positive relationships with residents, community groups, and partner organisations.
- Promote the programme across the Isle of Sheppey in accessible and inclusive ways.
- Conduct outreach to engage underrepresented or hard-to-reach groups.
- Signpost individuals to local services, ensuring support is culturally appropriate.

Programme Delivery

- Lead or support the planning and delivery of workshops, wellbeing sessions, nature-based activities, physical activities and environmental action.
- Co-facilitate sessions promoting resilience, emotional wellbeing and life skills.
- Provide support, including signposting and practical assistance.
- Ensure all sessions are inclusive and welcoming.

Participant Support

- Assist individuals in identifying personal goals and monitoring progress.
- Recognise emerging needs and escalate safeguarding concerns appropriately.
- Maintain accurate and confidential records.
- Encourage peer support and community connection.

Partnership & Collaboration

- Work collaboratively with schools, health services, voluntary organisations, and statutory partners.
- Participate in community events and awareness activities.

Monitoring & Reporting

- Collect feedback and outcome data using accessible evaluation methods.
- Contribute to project reports for funders and stakeholders.
- Support demonstrating the programme's impact across the community.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Experience in community, youth, family, or wellbeing support roles.
- Effective communication and interpersonal skills.
- Experience facilitating groups or workshops (nature connection, environmental action, physical and creative activities).
- Understanding of safeguarding, confidentiality and GDPR.
- Ability to work independently and as part of a team.
- Commitment to equality, diversity and inclusion and accessibility.
- Full UK driving licence.

Desirable:

- Experience in the charity sector.
- Experience working with vulnerable or marginalised adults and young people.
- Knowledge of local services on the Isle of Sheppey.

- Understanding of trauma-informed or strengths-based approaches.

PERSONAL ATTRIBUTES

- Empathetic, approachable, resilient and adaptable.
- Inclusive and culturally sensitive.
- Organised, with strong record-keeping skills.
- Passionate about community wellbeing and empowerment.

Working Conditions

- Community-outreach role across the Isle of Sheppey with occasional travel within Kent if required.
- Occasional evening or weekend work.
- Fixed term contract aligned with project funding.
- Enhanced DBS check required.
- Reasonable adjustments available for candidates and employees.

CLOSING DATE: Friday 24th April 2026

HOW TO APPLY

Please submit your application form, CV and a covering letter explaining your suitability for the role, marked Private and Confidential, to: rebecca@sheppeymatters.org.uk or Rebecca Gebbie (CEO) Sheppey Matters, Sheppey Healthy Living Centre, Off Royal Road, Sheerness, Kent ME12 1HH

Sheppey Matters is an equal opportunities employer and welcomes applications from all sections of the community. We are committed to safeguarding and promoting the welfare and rights of vulnerable adults and young people.