

Job Description:

Community Organising Officer

(Wilder Streets, Wilder Lives)

Function

The Community Organising Officer will work alongside residents, partners and volunteers to support community-led action for nature in some of Kent’s most under-resourced communities. Using a community organising approach, the postholder will build relationships, develop local leadership and support communities to shape and deliver environmental projects that improve places for people and wildlife. The role will help remove barriers to participation, enabling more people to engage with nature, climate action and community wellbeing.

Salary & hours	Closing date
Up to £26,227 pa (pro rata for part-time hours). Fixed term until May 2029 (1.6 FTE). We are flexible on working hours and are open to full-time, part-time and job-share applications. We expect to appoint one or more Community Organising Officers depending on skills, experience and availability of successful candidates. We are particularly interested in hearing from people who live in, work in, or already have strong connections to the communities in Medway, Herne Bay and/or Dover.	17th August 2026. Successful candidates will be invited to a face-to-face interview at Tyland Barn, Maidstone, date to be confirmed. <i>We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.</i>
Responsible to	Other
Wilder Engagement Manager	A DBS check will be required for this role. All candidates must have the legal right to work in the UK for the duration of employment. Unfortunately, we cannot provide visa sponsorship.

Job Purpose

Wilder Streets, Wilder Lives is a community-led environmental action project working in some of the most under-resourced communities in Kent, including Luton Arches (Chatham), Central Dover, St Radigunds and Tower Hamlets (Dover), and Heron Ward (Herne Bay).

Residents in these communities face multiple barriers to engaging with nature and climate action, including limited access to quality green space, health inequalities, and financial insecurity. The project aims to address these challenges by supporting residents to shape, lead, and participate in local environmental improvements.

Working with local project partners, the project will:

- Support communities to identify priorities and lead local environmental action.
- Develop local leadership, skills and confidence through training, volunteering and community organising.
- Improve access to nature, climate action and community wellbeing opportunities.
- Support community-led greening projects that benefit people, places and wildlife.

The successful postholder will receive training and ongoing professional development in Community Organising and Climate Literacy, supporting them to apply these approaches in their work and, where appropriate, contribute to the delivery of training for residents and community groups.

PRINCIPLE DUTIES

- Use a community organising approach to build relationships, identify local priorities and support community-led action through Wilder Streets, Wilder Lives.
- Design and deliver community listening campaigns, consultations and co-design activities that enable residents to identify priorities and influence project delivery.
- Build trusted relationships with residents, particularly those from underrepresented communities.
- Identify, support and develop local leaders, champions and peer networks, enabling them to take increasing ownership of community-led activity.
- Support residents to build relationships, develop leadership skills and take collective action on environmental issues that matter to their communities.
- Facilitate inclusive spaces for dialogue, co-design and shared decision-making.
- Work closely with project partners to coordinate activity, engagement and learning, ensuring effective communication, joint planning and a consistent place-based approach across delivery locations.
- Develop and maintain relationships with local authorities, voluntary organisations, and grassroots groups.
- Support individuals and groups to develop ideas into viable community-led environmental projects.
- Support the design and delivery of small grants and seed funding programmes.
- Assist community groups with proposal development and applications.
- Support and attend workshops, volunteering days, BioBlitzes, and community events.
- Champion equity, diversity, inclusion and belonging in all aspects of delivery.
- Maintain awareness of safeguarding responsibilities and respond appropriately to concerns in line with Kent Wildlife Trust policies and procedures.
- Maintain accurate records and contribute to reporting for funders and partners.

- Gather qualitative and quantitative insights, participant feedback, case studies and outcome evidence to support monitoring, evaluation, learning and reporting.
- Champion community organising approaches across Kent Wildlife Trust and wider partnerships.
- Recruit, support and develop volunteers participating in project activities, ensuring a positive, safe and inclusive experience.

Other

- Work flexibly, including evenings and weekends, according to community need.
- Travel regularly across project locations.
- Ensure compliance with safeguarding, GDPR, and health & safety policies.
- Culture: Demonstrably display the Trust's cultural values, embedding shared beliefs and behaviours that foster a positive and inclusive workplace, promoting a sense of unity and alignment among employees.
- Any other duties as reasonably required by the Chief Executive.

Limits of authority

- Sign own correspondence.
- Authorise expenditure within agreed limits and agreed budgets.
- Take day to day decisions on priorities within agreed work programme.
- External representation of Kent Wildlife Trust as appropriate, including via external forums and to the media.
- Performance management and discipline of line managed staff.

SKILLS, QUALIFICATIONS AND EXPERIENCE

	Essential	Desirable
Passion for community empowerment, social justice and environmental action.	☒	☐
Skilled communicator able to build trust and positive relationships with a wide range of people.	☒	☐
Experience of community engagement, organising, or development work.	☒	☐
Ability to motivate, influence and bring people together around shared goals.	☒	☐
Experience facilitating participatory processes.	☒	☐

Experience supporting grassroots or community-led initiatives.	☒	☐
Experience working with diverse communities and people facing barriers to participation.	☒	☐
Strong understanding of community organising principles.	☒	☐
Strong partnership-building and facilitation skills.	☒	☐
Organisational skills and ability to manage varied workload.	☒	☐
Commitment to equality, diversity, inclusion and belonging.	☒	☐
Relevant qualification in community organising, engagement or development.	☐	☒
Full valid driving licence.	☐	☒
Experience building relationships with community groups and stakeholders.	☒	☐
Experience working independently in community settings.	☒	☐
Experience engaging people from a wide range of backgrounds.	☒	☐
Experience supporting community-led change, campaigns or collective action.	☒	☐
Experience supporting community consultation or listening campaigns.	☐	☒
Experience managing volunteers.	☐	☒

Experience collecting monitoring and evaluation data.	☐	☒
Knowledge of barriers affecting participation in environmental activity.	☐	☒
Experience managing or supporting small grants programmes.	☐	☒
Experience working with statutory and voluntary sector organisations.	☐	☒
Experience delivering training or workshops.	☐	☒
Knowledge of environmental, conservation, or sustainability issues.	☐	☒

Expected level of competencies - Band 2

- Takes pride in achieving high-quality outcomes; committed to personal development.
- Considers how best to add value and ensures own expertise is sufficiently developed to do so.
- Objectively reviews data and information sources to recommend workable solutions; makes day to day decisions within own work area.
- Takes initiative and works smarter/more efficiently to achieve objectives; owns and implements projects in own work area. Takes pride in delivering excellent projects and outcomes via adherence to KWTs project cycle.
- Actively contributes to creating a sense of team spirit; pulls the team together and involves everyone.
- Enables others; supports objectives, reviews performance, and suggests development actions.
- Collaborates effectively and proactively with colleagues, external stakeholders, and customers; sets standards for others.
- Demonstrates a clear understanding of KWT's potential and place in the sector and identifies and delivers improvements within own team.
- Has the knowledge and experience essential to carry out standard tasks unsupervised confidently and consistently. Is likely to need to seek advice before carrying out complex or non-standard tasks.

Other Considerations

1. As a flexible employer we welcome discussions around flexible working early in the recruitment process.
2. Normal working hours are a 37.5 hour week. There is flexibility in when you work your hours, but the essential functions of your job must be covered. Overtime is not paid, but time may be taken off in lieu.
3. Appointment is conditional upon receipt of satisfactory references.
4. Appointment will be subject to a six month probationary period.
5. No person shall be treated less favourably than another on the grounds of sex, gender, sexual orientation, marital status, race, ethnic or national origin, religion, age or disability.

Procedure for Applicants

Applicants should carefully read the Guidance Notes before completing the online application form. Be sure to include your personal statement in the space provided and upload your CV.

For enquiries or assistance, please email jobs@kentwildlife.org.uk.

General Terms and Conditions

Criteria common to all job descriptions:

A Job Description sets out the purpose of the job, where it fits into the Trust's structure, the context within which the job holder functions and the principal accountabilities of job holders, or the main tasks they have to carry out. It is not a definitive work plan. This document is intended to provide guidance on the scope and function of the job.

All staff share a common duty to recruit members and volunteers and enhance the good reputation of the Trust whenever the opportunity arises.

Equal opportunities statement:

Kent Wildlife Trust is an equal opportunities employer and applicants for staff vacancies shall be short-listed for interview and appointed purely on the grounds of their suitability for the post as laid out in the advertised job description.

KWT aims actively to enhance, wherever possible, the opportunities for people with disabilities to experience, understand and enjoy the natural environment. All staff share the responsibility in achieving this.

Health and safety statement:

Under Section 7 of the Health and Safety at Work Act 1974, all staff have a legal responsibility to:

1. take all reasonable care of their health and safety while at work;
2. ensure as far as reasonably practicable the safety of other persons, whether other employees or members of the public, who may be adversely affected by their own actions;
3. co-operate with the Trust to enable it to discharge its obligations satisfactorily.

Criminal records:

Some posts within Kent Wildlife Trust are exempt from some provisions of the Rehabilitation of Offenders Act 1974 because they involve working with vulnerable adults or children or have access to sensitive information. In these cases, the Trust is entitled to ask for details of all spent and unspent convictions.

Kent Wildlife Trust will recruit our staff safely including references, disclosure, and barring checks as appropriate. If you are successful at being appointed to this post, we will ask you to complete a DBS form and any offer of employment will be subject to a DBS clearance.

Please note that a criminal record will not necessarily prevent you from being employed by Kent Wildlife Trust and each case will be considered individually.

Performance review:

All staff will have a full job review with their Line Manager once each year. This may be revisited and updated 6 months later. The process aims to ensure that performance standards/targets are jointly agreed between employees and line managers and are achieved within agreed time scales.

Employing people from abroad:

The Trust will not employ an individual unless they have a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents or the Trust being able to carry out a check on the Home Office online right to work checking service confirming their right to do the work in question. For the Trust to be able to conduct an online check, the candidate must have shared their right to work details with the employer using the Home Office prove your right to work to an employer online service.