

Kent County Council

Job Description: Funding and Project Support Officer

Directorate: Growth, Environment & Transport
Unit/Section: Growth & Communities
Grade: KR7
Responsible to: Funding and Partnerships Manager

Purpose of the Job:

Provide project and administrative support to enable the delivery of Active Kent and Medway's (AKMs) projects and funded programmes.

Coordinating our engagement with community organisations, sports clubs, and individuals to help them to deliver opportunities that focus on engaging the least active and addressing the barriers to participation.

Main duties and responsibilities:

- Provide project and business support to the Community and Partnerships Manager and their team, assisting with the planning and delivery of projects, workshops and forums.
- Support the promotion and provision of information on AKMs grant funding streams to current and potential applicants taking a targeted approach where appropriate.
- Administer AKM's grant funding streams, implementing application processes, coordinating funding panels and maintaining relationships with clubs and organisations to enable us to measure the impact of investment.
- Coordinate and administer other projects and programmes such as the Kent FANS scheme. Engaging with members of the public, sports clubs, leisure providers and other partnership agencies to maximise applications through current and future promotion of the scheme and communicating and providing specialist advice.
- Work with the monitoring and evaluation officer, to track the journeys of grant recipients, gather learnings, and create case studies in order to share these with others.
- Collaborate with the Business Operations Officer and other members of the team to process, maintain and monitor financial records relating to expenditure and income, including payments of invoices, processing charges and monitoring expenditure against budgets.
- Contribute to the teams overall work on the fundamentals of insight, workforce development, equalities, safeguarding, and sustainability in line with the Active Kent & Medway operational plan and key performance indicators.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: Funding and Project Support Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 3 qualification or equivalent and/or relevant professional experience in a related field e.g. customer services, finance, business support.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working within and/or in close partnership with community organisations and sports clubs. • Experience of coordinating funding projects and programmes. • Experience of creating e-news, web content and social media posts for targeted audiences. • Extensive experience of using a range of IT systems including Microsoft 365 applications, Smartsheets, Teams etc. to collate and analyse information and data. • Experience of organising meetings, webinars, and events.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Effective writing skills particularly in relation to producing articles/case studies to be shared with external organisations. • Strong interpersonal skills with the ability to maintain effective working relationships and to work on own initiative and as part of a team. • Attention to detail and accuracy when collating reports. • Financial management/budget coordination skills • Ability to co-ordinate a range of tasks to achieve deadlines. • Ability and willingness to travel across the county to visit projects and meet partners.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of issues related to funding opportunities and community sport and physical activity • Knowledge of budget management systems and an understanding of how budgets are developed and managed. • Knowledge of current national policies and organisations with the funding and sport sector.
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make