

Kent County Council

Job Description

Job Title	DofE Support Officer
Directorate:	Children, Young People and Education
Unit/Section:	Early Help and Preventative Services - Duke of Edinburgh's Award Team
Grade:	KR5
Responsible to:	County Co-ordinator for The Duke of Edinburgh's Award

Purpose of the Job:

- As a member of the Kent Duke of Edinburgh's Award Team your role is to provide comprehensive administrative and financial support to the KCC DofE Team, including the County Co-ordinator and locality based Field Officers.

Main duties and responsibilities:

- Provide a comprehensive administrative and financial support to The Duke of Edinburgh's Award Team (Kent DofE).
- Plan, organise and coordinate internal and external meetings, assist in organisation of events and training, ensuring that the whole process runs smoothly and that every administrative aspect is covered including minute and note taking. This may include occasional evening and weekend working.
- Assist in the promotion of Kent DofE working with both the DofE organisation and with the Divisional Business Management Team to actively promote the unit including web presence such as internet and intranet and other means of promotion.
- Ensure that all office systems, both electronic [including Kent's eDofE account] and manual are effective and up to date. To ensure that all systems are maintained consistently to provide an effective and efficient support function across the Service in accordance with KCC procedures and retention guidelines.
- Maintain appropriate databases and logs as required in adherence with data protection requirements and DofE guidelines, providing periodic information as required by the County Co-ordinator and EHPS Managers. Assist the unit in providing all statistical and management information required by the Service.

- Maintain and reconcile allocated budgets in relation to all expenditure and income for those budgets, e.g. processing and preparing invoices, monitoring expenditure including purchase card accounts, asset and inventory registers and processing charges. All procedures to comply with the Authority's Financial Regulations and Procedures, Retention Policy, Data Protection and Freedom of Information protocols. Provide the County Coordinator with the financial information needed to monitor their unit budget.
- Prepare all monthly and ad-hoc financial monitoring returns and information for County Coordinator in order to produce a unit monitoring return
- Maintain the Unit Asset Register/Inventories, ensuring that all assets are correctly recorded and managed in accordance with the Authority's Financial Regulations and Procedures.
- Ensure the physical banking of the Unit's income, ensuring compliance within the Authority's Financial Regulations and Procedures.
- Assist the unit in submitting all relevant paperwork to HR Connect and supporting the recruitment process for volunteers, working with the central Business Management Unit.
- Monitor and collate Health and Safety returns for the unit and timely submission to the Project Officer highlighting any outstanding Health and Safety issues.
- Report all building maintenance issues and insurance related incidents to the appropriate Property Group/Insurance sections and monitor progress.
- It is recognised that this post involves occasional evening and weekend duties, therefore a realistic diary will be agreed with the County Co-ordinator.

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: **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 2 qualification in Administration or equivalent
EXPERIENCE	Financial and administrative experience Experience of drafting correspondence

SKILLS AND ABILITIES	<p>Literacy and numeracy skills</p> <p>Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using MS package</p> <p>Interpersonal, organisational and administrative skills</p> <p>Ability to develop and maintain effective computerised and manual filing systems</p> <p>Ability to organise and prioritise workload to achieve deadlines</p> <p>Ability to investigate complex queries and anomalies when required, including financial discrepancies.</p> <p>Ability to take accurate notes and minutes of meetings</p> <p>Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the officers concerned</p> <p>Co-ordination skills when arranging meetings and appointments.</p> <p>Ability to monitor and process accurate financial records</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day, using car, public transport, car-sharing etc for attendance at training and meetings as and when required.</p> <p>Commitment to equalities and the promotion of diversity in all aspects of working</p>
KNOWLEDGE	<p>Knowledge of a range of IT systems</p> <p>Knowledge of computerised and manual filing systems</p> <p>Awareness of Data Protection and confidentiality issues</p> <p>General knowledge of Health, Safety and Environmental policies.</p>
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