

## Kent County Council

### Job Description: Multiply Project Delivery Coordinator

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Community Learning and Skills (CLS)</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>Multiply Project Director</b>

#### **Purpose of the Job:**

Support the Management of the delivery of the Multiply Investment Programme (MIP) with external delivery partners and Community Learning & Skills (CLS).

#### **Contract Type and Duration:**

Fixed Term Full Time to March 2025

#### **Main duties and responsibilities:**

1. Act as a point of contact for external providers in relation to the delivery of the programme.
2. Review course delivery data and information provided by CLS and external partners and make recommendations to overcome any shortfalls of outcomes against targets.
3. Assist in assessing framework bids from potential partners
4. Help organise mini-competitions and placement of orders
5. Preparing documentation / tenders and helping with the evaluation and issuing of contracts.
6. Oversea input of information on to the Management Information System.
7. Help monitor the procedures to ensure compliance with specified policies such as Safeguarding, Prevent, GDPR etc.
8. Reviewing payments against delivery.
9. Assist in the preparation of quarterly reports to the Department for Education and KCC.

Footnote: This job description is provided to assist the job holder to know what their 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: Multiply Project Delivery Coordinator

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
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Commercial experience gained in working in the educational sector</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to ask challenging questions and provide constructive feedback.</li><li>• Able to establish and maintain effective working relationships</li><li>• Be Financially astute and commercially aware</li><li>• Good presentation and interpersonal skills</li><li>• Proven skills in ICT, including interpretation and reporting data and reports</li><li>• Ability to organise, prioritise and work autonomously, meet targets and manage tasks within limitations of time and resources</li><li>• Ability to travel in a timely manner to meet the requirements of the service</li><li>• Flexible to work at various times of the day/evening and locations to meet customer need</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of Multiply purpose and interventions</li><li>• Awareness of Information Governance, Data Protection and confidentiality issues</li></ul>
<b>CULTURAL ATTRIBUTES</b>	<ul style="list-style-type: none"><li>• Compassionate &amp; inclusive</li><li>• Working together – building and delivering for the best interests of KCC</li><li>• Externally focused – residents, families and communities at the heart of decision making</li><li>• Flexible/agile – willing to take (calculated) risks</li><li>• Empowering – our people take accountability for their decisions and actions</li><li>• Curious – constantly learning and evolving</li></ul>

<b>BEHAVIOURS AND KENT VALUES</b>	<b>Kent Values:</b> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>
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