

## Kent County Council

### Job Description: *Project Coordinator*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>HeadStart Kent, Early Help &amp; Preventative Services</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>Programme Manager</b>

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

To work in a dynamic environment to provide comprehensive and high quality administrative, finance and project support to the Programme Manager and wider members of the i-THRIVE and Participation team.

To manage and coordinate the programme office.

Excellent organisational skills will be required to organise events, workshops and meetings, with opportunities to lead.

A high level of interpersonal and communication skills will be required to build relationships with stakeholders and partner agencies.

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

- Implement the financial policies processes of Kent County Council and external contract, raising and processing orders and invoices and maintaining a system for all finance attributed to the programme.
- Work with the Programme team to research, analyse, create reports, briefings and presentations which comply with accessibility requirements for use at events, training and communications.
- Support the Programme Manager and wider members of the team with the recruitment of staff, including use of online recruitment systems and organising equipment for staff.
- Develop and maintain a comprehensive online document management system for all documents and ensure all personal informations are held securely and comply with GDPR ensuring they are kept up to date for reference and auditing purposes.
- Maintain the Special Projects mailbox and liaise and respond efficiently to enquires from stakeholders, the public and partners.
- Provide administrative and organisational support to the team for conferences, events and meetings, including creating presentations and resources and taking accurate minutes, and ensuring actions are completed.
- Support the administration requirements of local project teams for initiatives such as Emotional Wellbeing Teams, i-Thrive Champions, countywide and local Emotional Wellbeing, Mental Health School Network events and annual Big Mental Health Conversation. Ensuring effective administration processes are designed and implemented.
- Maintain the diary arrangements for the Programme Manager, including arranging travel and accommodation to national events.

- Such other duties as may be assigned from time to time, as appropriate to the grade and post, by or on behalf of the team.
- The postholder will be expected to work flexibly across the 0-25 age range, including evening, weekends and during school holiday periods; this will be co-ordinated by Early Help and Preventative Services Management as required.

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: *Project Coordinator*

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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>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE grade A*-C in Maths and English (or equivalent) and/or relevant project support and administration experience</li> <li>Level 3 business administration//project management qualification and/or substantial experience with willingness to work towards a project management qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Kent County Councils finance systems including; iProcurement, Budget Management dashboards, financial procedures and experience of maintaining Excel financial spreadsheets</li> <li>Drafting reports and presentations</li> <li>Can demonstrate good customer service and building stakeholder relationships</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to work on own initiative and without direct supervision, as well as within teams</li> <li>Strong organisation, time management and prioritisation skills</li> <li>The ability to research, create reports and presentations</li> <li>Finance forecasting and monitoring skills, with a high level of accuracy</li> <li>Can demonstrate confidence, diplomacy and flexibility</li> <li>Strong interpersonal and communication skills at all levels and the ability to build relationships with a wide variety of stakeholders</li> <li>Excellent IT skills with the ability to work with Microsoft Office Suite, including Teams, Powerpoint, Outlook and the internet</li> <li>The ability to travel across a wide geographical area in a timely and flexible manner. This may include evening and weekend working</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge of Kent County Council's policies, processes and code of conduct</li> <li>Awareness and application of GDPR, Data Protection and confidentiality issues</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul>

	<p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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