

## Kent County Council

Job Description: *Active Lives CYP Survey - Assistant Officer*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Growth and Communities</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>Active Partnership Manager</b>

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

To contribute to the Active Kent and Medway vision of more people more active more often with a focus on supporting children and young people (CYP) to achieve the recommended of 60 minutes of physical activity per day. Deliver the Sport England funded Active Lives CYP survey which provides data on participation levels and attitudes to sport and physical activity, by engaging with identified schools to encourage them to take part, providing direct support where needed and advice regarding increasing levels of physical activity within schools.

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

- Engage with schools to encourage them to take part in the Active Lives CYP survey, providing advice and guidance regarding Sport England's completion process, and providing support in targeted schools.
- Follow a systematic process from initial contact to tracking responses and following up through emails, phone calls and visits to schools to achieve at least the targeted number of schools taking part.
- Ensure all instructions and requests for information from Sport England are fulfilled within their deadlines.
- Develop relationships with school staff such as senior leaders, PE leads and wellbeing leads to promote the benefits of taking part in the survey and to provide information on programmes which can help increase levels of physical activity of their pupils.
- Support schools who receive an Active Lives report, to interpret the information and work with them to identify actions to help improve the physical activity levels of their pupils including other programmes available to them through the team and other partners.
- Work with colleagues to promote the benefits of schools taking part in the Active Lives CYP survey through a range of communication channels such as social media, case studies, presentations, meetings etc.
- Build relationships with local partners who work with schools and advocate for increasing levels of physical activity, such as School Games Organisers and Schools Health Teams, who can help promote the survey to schools.

- Work with colleagues to ensure that Active Lives data and reports are used to inform delivery of AKM priorities such as Everyday Active Schools, School Games festivals, workforce development and place-based projects.
- Contribute to the team's overall work on the fundamentals of insight, monitoring and evaluation, workforce development, equalities, safeguarding, funding opportunities and reporting, in line with the Active Kent and Medway Operating Plan.

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.

## Kent County Council

### Person Specification: *Active Lives CYP Survey - Assistant Officer*

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Degree level or equivalent qualification in a relevant subject</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of working in or with a school and building positive relationships with school staff at all levels</li><li>• Experience of working to targets</li><li>• Experience of using Microsoft 365 applications</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent communication skills and the ability to influence others</li><li>• Ability to work independently and as part of a team</li><li>• Ability to adapt and change to achieve a challenge</li><li>• A Full UK driving licence - Must have access to a car and a clean driving licence</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• An understanding of the priorities and pressures within schools</li><li>• An understanding of the wider benefits of physical activity to children, young people and adults</li><li>• Knowledge of Sport England and 'Uniting the Movement'</li><li>• Knowledge and a practical understanding of safeguarding, equalities and data protection</li></ul>

<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<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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