

## Kent County Council

### Job Description: Place Programme Project Officer

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<b>Directorate:</b>	<b>Growth, Environment &amp; Transport</b>
<b>Unit/Section:</b>	<b>Growth &amp; Communities</b>
<b>Grade:</b>	<b>KSE</b>
<b>Responsible to:</b>	<b>Place Programme Manager</b>

#### **Purpose of the job:**

To work alongside colleagues, partners and local communities to support the development and delivery of our Place Partnership Programme work.

Be responsible for co-ordinating the day-to-day delivery of programme activities, organise development opportunities, monitor and report on deliverables and work with a range of local partners to promote and support programme implementation

This role will sit within our Strategy, Insight and Marketing team, providing project support to our Place Programme Managers and Monitoring, Evaluation and Learning Team.

#### **Main Duties and Responsibilities:**

##### **Support the development and delivery of our place focused work across Kent, working with our Programme Managers to:**

1. Co-ordinate, convene and support local partners working on the Place Partnership Programme. Maintaining databases, organising meetings and capturing details and actions from these.
2. Organise the delivery of training and skill development opportunities for partners, utilising content already created by Sport England and national partners. Including system leadership, asset-based community development and monitoring, evaluation and learning offers and opportunities.
3. Provide administrative support to aid the governance and coordination of our Place Programme Boards.
4. Provide reporting information and performance updates to key stakeholders. Including the Place Programme Boards, Active Kent & Medway Board and Sport England.
5. Assist Marketing and Communications colleagues and wider stakeholders with the development of our narrative around place work and the dissemination of information to key partners and communities.

6. Contribute to the team's overall work on insight, workforce development, equalities, safeguarding, and continuous improvement in line with the Active Kent & Medway's business plan and targets.
7. Ensure appropriate monitoring of work is undertaken and contribute to the monitoring processes set by Kent County Council, Active Kent & Medway Board and Sport England.

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: Place Programme Project 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>	Good overall education and ability to demonstrate knowledge gained through professional experience
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with the voluntary and community sector, sports and physical activity related environment and/or sales or customer service.</li><li>• Experience of organising meetings and events for a wide range of stakeholders</li><li>• Experience of providing project management support (for internal and external stakeholders)</li><li>• Experience of producing reports, presentations, articles and case studies.</li><li>• Evidence of working with partner organisations to jointly achieve outcomes.</li><li>• Experience of uploading website content (desirable).</li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Excellent communication, interpersonal and negotiation skills.</li><li>• Ability to work independently and as part of a team.</li><li>• Strong organisational skills with ability to prioritise and work to strict deadlines.</li><li>• Computer literate with understanding of Microsoft Office applications.</li><li>• Ability and willingness to travel across the County to attend meetings with partners.</li></ul>

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Awareness of the benefits of, and barriers to, physical activity, particularly in relation to under-represented groups.</li> <li>• Knowledge of current national priorities and structures in relation to sport and physical activity.</li> <li>• Awareness of the County Strategy for Kent and Medway, Move Together.</li> <li>• Knowledge of marketing and communication tools and practices.</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>