

Directorate:	Growth Environment and Transport
Division:	Growth and Communities
Location:	Active Kent & Medway, Worrall House, Kings Hill, Kent (travel required throughout Kent). Hybrid working re: office and home working.
Grade:	KR7
Responsible to:	Active Partnership Manager

Purpose of the Job:

To work alongside colleagues and organisations working with children and young people to achieve our vision of 'More People More Active More Often'. The role will include providing information and support to schools and community organisations to help them deliver positive physical activities for children and young people, as well as delivering targeted projects which focus on those who are the least active.

Main duties and responsibilities:

1. Coordinate the Everyday Active Schools programme, (creating a whole school approach to school improvement through physical activity), including communications with schools and School Games Organisers, delivering workshops, providing regular updates, and monitoring the impact of the programme.
2. Administer and coordinate the delivery of Sport England's Active Lives Children and Young People survey by engaging with schools and partners to maximise the number of schools taking part. In addition, collate, analyse, and share the data from the national report, on participation levels and the wider impact of sport and physical activity.
3. Provide advice and support to primary schools on the use of Primary School Sport Premium funding, as advised by national partners such as the Association for Physical Education and Youth Sport Trust.
4. Coordinate training and networking opportunities, including webinars and the delivery of the annual Primary PE Conference, for those involved with the funding and delivery of PE and sport in schools.
5. Collate articles and case studies to share information through e-news, social media and web content on services delivered by providers of sport and physical activity such as The Daily Mile, National Governing Bodies of Sport, Clubs,

Coaching Companies, etc. to schools, and community organisations who work with the least active children and young people.

6. Support the delivery of targeted projects, such as working with health partners, to help children and young people with specific health issues take part in physical activity to improve their overall health and well-being.
7. Provide administrative support including collating local insight, processing funding agreements and monitoring and evaluation of projects relating to children and young people.
8. Contribute to the team's overall work on insight, workforce development, equalities, safeguarding, income generation and continuous improvement in line with the Active Kent & Medway operational plan and key performance indicators.

Footnote: This job description and specification 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: Assistant Project Officer (Children & Young People)

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	<ul style="list-style-type: none">• Good overall education to at least NVQ3 level in a relevant field.
Experience	<ul style="list-style-type: none">• Experience of working within and/or in close partnership with schools.• Experience of creating e-news, web content and social media posts for targeted audiences.• Extensive experience of using a range of IT systems including Microsoft 365 applications, Smartsheets, Teams etc. to collate and analyse information and data.• Experience of organising meetings, webinars, and events.
Skills & Abilities	<ul style="list-style-type: none">• Effective writing skills particularly in relation to producing articles/case studies to be shared with external organisations.• Strong interpersonal skills with the ability to maintain effective working relationships and to work on own initiative and as part of a team.• Attention to detail and accuracy when collating reports.• Ability to co-ordinate a range of tasks to achieve deadlines.• Ability and willingness to travel across the county to visit projects and meet partners.
Knowledge	<ul style="list-style-type: none">• Knowledge and understanding of issues related to school and community sport and physical activity.• Knowledge of current national policies and organisations with the education and sport sector.• Knowledge of Sport England's Strategy 'Uniting the Movement'.
Values & Behaviours	Kent Values: <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge

	<ul style="list-style-type: none"> • 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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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