

## Kent County Council: Active Kent and Medway

### Job Description: Administrative Support Officer (Children and Young People Projects)

---

<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Division:</b>	<b>Growth and Communities</b>
<b>Grade:</b>	<b>KR5</b>
<b>Responsible to:</b>	<b>Children and Young People Development Officer</b>

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

To provide administrative support for the delivery of the Active Kent and Medway children and young people projects.

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

1. Provide day-to-day administrative support for children and young people (CYP) projects plus other funding and grants programmes ensuring all records are accurate, kept up to date and are in accordance with data protection and financial regulations.
2. Use digital applications such as Microsoft Forms, Power Automate and Power Bi, to collate and analyse information and data to contribute to the evaluation of the projects and the creation of reports.
3. Support the monitoring and evaluation of projects by undertaking spot checks, creating case studies and mapping delivery to help develop these projects further.
4. Provide administrative support in the promotion and delivery of workforce training and development opportunities, both online and face to face events.
5. Update the Customer Relationship Management system and support colleagues to utilise the system to its full potential.
6. Assist with the co-ordination of the Active Lives Child Survey through contact and liaison with schools which take part of the survey
7. Contribute to the team's overall work on the fundamentals of insight, monitoring and evaluation, workforce development, equalities, safeguarding and funding opportunities in line with the requirements of Active Kent and Medway Operating Plan.

Footnote: This job description is provided to assist the job holder to know what his/her/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: Active Kent and Medway

### Job Description: Administrative Support Officer (Children and Young People Projects)

---

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>	NVQ 3 or equivalent (e.g., A-level) in relevant subjects such as business studies and information technology.
<b>Experience</b>	Experience of providing administration support and creating and maintaining accurate records. Experience of working on a range of IT systems including Microsoft 365 applications, including Smartsheets, Excel, Teams, Forms, Outlook, and Word. Experience of collating information, analysing data and producing reports. Experience of delivering good customer service.
<b>Skills and Abilities</b>	Excellent organisational skills with attention to detail. Good written and verbal communication skills. Ability to prioritise workload to meet multiple deadlines. Ability to follow instructions and work independently.
<b>Knowledge</b>	Knowledge of safeguarding policies and procedures in relation to schools and community sport. An understanding of Data Protection and information governance. Knowledge of analysing data to demonstrate impact.
<b>Values &amp; Behaviours</b>	A commitment to safeguarding, equality, diversity and inclusion. A willingness to research and learn new IT skills. Keen to innovate and improve.
<b>Kent Values and Cultural Attributes</b>	<b>Kent Values:</b> <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</p>

	<p>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>
--	--