

## Kent County Council

### Job Description: *Business Support Officer – Youth Participation*

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**Directorate:** Children, Young People and Education

**Unit/Section:** HeadStart - Youth Participation

**Grade:** KR5

**Responsible to:** Youth Participation Coordinator

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

As a member of the Youth Participation Team your role is to provide comprehensive administrative and finance support. You will liaise directly with young people and their families in the planning of Youth Participation activities including Kent Youth County Council & the annual Try Angle Awards.

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

- Provide a comprehensive administrative and finance support to the Youth Participation Team.
- Plan, organise and coordinate internal and external meetings, assist in organisation of events and training, ensuring that the whole process runs smoothly and that every administrative aspect is covered including minute and note taking, this will include Kent Youth County Council preparation and may include occasional evening and weekend working.
- Liaising directly with young people and their parents/carers in organising consent, travel arrangements/ reimbursement and any other requirements to support young people's participation.
- Assist in the promotion of Youth Participation activities, working with Participation Workers to develop online content for webpages & social media pages, including Facebook, Instagram & Twitter. Take responsibility for coordinating and producing a quarterly newsletter.
- Ensure that all office systems, both electronic and manual are effective and up to date. To ensure that all systems are maintained consistently to provide an effective and efficient support function across the Service in accordance with KCC procedures and retention guidelines.
- Process, maintain and monitor of financial records relating to expenditure and income, including support for petty cash and purchase card purchases, maintaining asset and inventory registers, ensuring all financial information and procedures are accurate and up to date to enable the budget manager to monitor their budgets in accordance with finance regulations and Directorate procedures.

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: *Business Support Officer – Youth Participation*

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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>	Level 2 qualification in Administration or equivalent
<b>EXPERIENCE</b>	Administrative and Financial experience  Working with accuracy and confidentiality.  Developing content for webpages & social media promotion
<b>SKILLS AND ABILITIES</b>	Literacy, numeracy and computer skills - ability to produce a range of documents and reports, including non-standard reports, using MS package and databases such as case management systems and mail merge for correspondence.  Ability to organise and prioritise workload to achieve deadlines  Ability to maintain and process accurate and timely records and to investigate complex queries and anomalies.  Co-ordination skills when arranging meetings and appointments and ability to take accurate notes and minutes of meetings and take a proactive approach in tracking action points and correspondence, in liaison with the managers concerned  Ability to travel to and from meetings and training when required.
<b>KNOWLEDGE</b>	Knowledge of a range of IT systems including databases.  Knowledge of electronic and manual filing systems  Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures including Safeguarding, Data Protection, Health and Safety, Equalities and Diversity in all aspects of working.
<b>BEHAVIOURS AND KENT VALUES</b>	Kent Values:  The post holder is expected to demonstrate the following values in order to deliver the best possible outcomes to our customers. Everything we do should be guided by our values. They set out who we are as people, what we stand for and how act. <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li></ul>

	<ul style="list-style-type: none"><li>• We are all responsible for the difference we make</li></ul>
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