

## Kent County Council

### Job Description: *Project Support Officer*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Children's Countywide Services – Virtual School Kent</b>
<b>Grade:</b>	<b>KR07</b>
<b>Responsible to:</b>	<b>VSK Deputy Head</b>

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

Provide professional support to the Virtual School Kent with a focus on undertaking project activities, organising training and working strategically to help meet service needs.

To help ensure that VSK delivers its core business effectively supporting Children in Care, Previously Looked After Children and Children with a Social Worker.

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

- Work to develop and maintain VSK's training programme for area teams and the Participation Team. Strategically planning and organising training opportunities for staff and stakeholders across the academic year. Ensure that the booking, organisation and information is managed and produced in a timely and efficient manner
- Innovate ways of communicating our training and support offer to stakeholders
- Take a lead role in the organisation of a variety of VSK events & celebrations, conferences, and service meetings, ensuring preparation before and after is completed according to KCC procedures and policies
- To evaluate and report on the Service's progress against agreed service priorities
- Support the development of VSK policies and supporting procedures and practices setting up frameworks to ensure the smooth operation and timely delivery of all school support functions, in consultation with the operational needs of the school
- To undertake specific projects on behalf of the Head Teacher, Senior Leadership Team and the Participation Team
- Support to area teams re production of Impact reports for monitoring grant spend

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.

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### Person Specification: *Project Support 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>Level 3 qualification in Business/Administration/Events or equivalent</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>High level of interpersonal &amp; communication skills when dealing with all levels of staff and partner organisations, and the ability to balance constantly changing priorities and deadlines</li> <li>Literacy, numeracy and computer skills with ability to produce a range of documents and reports Using a range of software packages</li> <li>Must be able to work independently and with Leaders in the Service</li> <li>Strong communication skills to work with</li> <li>Excellent organisational skills and the ability to arrange large events, conferences and meetings.</li> <li>Ability to travel to and from service delivery points, meetings and training when required.</li> <li>Ability to work flexibly with occasional evenings and/or weekends</li> </ul>
<b>KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Understanding of IT applications and a working knowledge of Microsoft Office (Outlook, Word and Excel)</li> <li>Knowledge and experience of event/conference planning</li> <li>Knowledge and experience of administrative and financial processes</li> <li>Understanding of Children's Services</li> <li>Understanding of Corporate and Directorate policies and procedures including Safeguarding, Data Protection, Health and Safety, Equalities and Diversity</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> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>
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