

Kent County Council

Job Description: *Place Universal Offer Programme Manager*

Directorate:	Growth, Environment and Transport
Unit/Section:	Growth & Communities
Grade:	KSH
Responsible to:	Strategic Lead – Children and Young People & Programmes

Purpose of the Job:

The postholder will be responsible for the day-to-day management of Active Kent & Medway's place universal offer. Focusing on building the conditions and partnerships required to co-create a place-based systemic and sustainable approach to supporting families across Kent to be more active in their everyday lives.

The role will initially focus on working with partners across Ashford, Dartford, Maidstone and Folkestone & Hythe that are already engaging with or have the potential to engage with families to promote the benefits of physical activity. Building capacity, capability and confidence in the system to understand and address barriers that organisations and individuals may face and to enable and empower change.

There will also be a need for the post holder to manage how we capture and share the insights and key learnings from this programme in a coherent way.

Main duties and responsibilities:

1. Work with colleagues, local partners and communities to develop an insight led approach to delivery reflective of the unique needs, lived experience, relationships and geography of the four districts. Supporting a place-based systemic approach to increasing physical activity levels of our target audience.
2. Work with Active Kent & Medway colleagues and place partners to develop a Theory of Change for the work and manage the relationship with an external monitoring, evaluation and learning partner.
3. Play a central role in the governance of the programme and the management of Sport England investment and associated reporting to both the local place steering

groups, AKM Strategic Programmes and Projects Committee and Sport England. (Financial and Performance).

4. Manage and engage partners with the delivery of “test and learn” projects across the four localities.
5. Work with partners to identify and deliver on training needs in relation to place based approaches to system change, and the leadership element of this.
6. As part of programme development and legacy, support the expansion of Active Kent & Medway’s Everyday Active Campaign to include information, resources and activities that focus on supporting families to be more active.
7. Contribute to the team’s overall work on insight, workforce development, equalities, safeguarding, and continuous improvement in line with Active Kent & Medway’s business plan and targets.
8. 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 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: *Place Universal Offer Programme Manager*

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	Level 5 qualification in sports development, health, community work, system change or similar and ability to demonstrate knowledge gained through professional experience
EXPERIENCE	<p>Experience of partnership working and project management involving multiple stakeholders.</p> <p>Demonstrable experience of working to effect system change and utilising insight and evidence to achieve this.</p> <p>Successful track record in applying for, receiving and managing third party funding.</p> <p>Experience of tender writing and contract management.</p> <p>Experience in reporting to stakeholders and funders (Financial and Performance) and of working with a management board.</p> <p>Experience of performance managing, motivating and developing others.</p> <p>Experience of public speaking/delivery of information in a variety of settings to a wide range of groups and individuals.</p>
SKILLS AND ABILITIES	<p>Excellent communication and interpersonal skills with the ability to motivate, enthuse, persuade, negotiate and influence in the spoken and written word.</p> <p>An ability to forge strong relationships with a range of partners.</p> <p>Robust IT, financial and project management skills.</p> <p>Ability to manage and resolve complex issues.</p> <p>Ability to travel independently locally and nationally.</p> <p>Ability to work evenings and weekends where necessary.</p>

<p>KNOWLEDGE</p>	<p>Understanding of System Change principles or change management techniques or complex problem solving.</p> <p>Awareness of Theory of Change or similar models.</p> <p>Knowledge of current national priorities and structures in relation to sport and physical activity.</p>
<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • 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>