

Kent County Council

Job Description: Project Support Officer

Directorate:	Growth, Environment & Transport
Unit/Section:	Growth & Communities
Grade:	KSE
Responsible to:	Insight, Evaluation and Learning Manager

Purpose of the job:

To provide high-quality project and administrative support to enable the effective planning, coordination and delivery of programmes and projects across the Active Kent & Medway Team. The role supports partnership working, data management, marketing and reporting to ensure projects are delivered on time and achieve intended outcomes.

Main Duties and Responsibilities:

1. Support the planning, coordination and delivery of projects, programmes and funding across the team, from initiation through to completion, tracking progress, milestones and ensuring accurate records are maintained.
2. Provide day-to-day administrative support to the team, including coordinating meetings, preparing agendas, taking notes and arranging and making project visits.
3. Coordinate, convene and support community groups, organisations and project beneficiaries, ensuring information and opportunities are shared in a timely, organised way.
4. Act as a first point of contact for partner and stakeholder enquiries, and support the development of communications e.g. newsletters, web content and case studies.
5. Assist with the collection, analysis and presentation of data and case studies to support the team to demonstrate the impact of our work.
6. Support the effective use of digital tools (e.g. Excel, Power BI, Microsoft Forms) across the team, helping to maintain accurate data and improve team processes and systems.

7. Ensure compliance with relevant policies (e.g. data protection, safeguarding).
8. 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 the AKM Operating Plan.

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.

Kent County Council
 Person Specification: Project Support Officer

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	NVQ Level 3 or equivalent (relevant) experience
Experience	<p>Providing administrative or project/ programme support</p> <p>Working with partners/stakeholders (e.g. community organisations)</p> <p>Using IT systems (Microsoft 365, databases, reporting tools)</p> <p>Organising meetings and events</p> <p>Supporting marketing and communications activity</p>
Skills & Abilities	<p>Excellent communication skills, both verbal and written.</p> <p>Strong interpersonal skills with the ability to maintain effective working relationships and to work on own initiative and as part of a team.</p> <p>Strong organisational skills with attention to detail</p> <p>Ability to prioritise workload and meet multiple deadlines</p> <p>Data analysis and reporting capability</p>
Knowledge	<p>Understanding of project delivery and governance</p> <p>Awareness of data protection and information governance</p> <p>Knowledge of community sport/physical activity landscape</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>
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