

## Kent County Council

### Job Description: *Place Project Officer*

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<b>Directorate:</b>	<b>Growth, Environment &amp; Transport</b>
<b>Unit/Section:</b>	<b>Growth &amp; Communities</b>
<b>Grade:</b>	<b>KSF</b>
<b>Responsible to:</b>	<b>Place Universal Offer Programme Manager</b>

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

To support the delivery of Active Kent & Medway's Place Universal Offer Programme, coordinating and supporting inclusive opportunities that enable families, children and young people to be more active as part of everyday life. The role supports our Everyday Active approach, working with partners and communities to reduce inequalities and embed physical activity into daily routines.

The role will coordinate and support activities, particularly in Ashford, Dartford, Folkestone & Hythe and Maidstone areas, while also contributing to work in other priority places.

This role will sit within our Children & Young People Team and work closely with colleagues across the organisation, providing project support to Place Programme Managers and Monitoring, Evaluation and Learning Leads.

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

**Support the development and delivery of our place focused work across Kent, working with our Place Programme Managers to:**

- Support the delivery of the Place Universal Offer Programme, ensuring inclusive opportunities for children, young people and families to be active are effectively coordinated in collaboration with local stakeholders.
- Promote physical activity opportunities through our Everyday Active campaign, including the website, social media channels, and the delivery of workshops and learning opportunities for partner organisations.
- Co-ordinate and support the development of Test and Learn projects designed to increase physical activity, helping to maximise impact, capture learning and support the wider adoption of successful approaches.
- Support Place Programme Managers, external research partners, and Monitoring, Evaluation and Learning Leads to undertake consultation and co-design activities with families, children and young people.

- Organise and coordinate meetings, training, learning and development opportunities for partners, drawing on content developed by Sport England and national organisations. This may include system leadership, asset-based community development, and monitoring, evaluation and learning programmes.
- Contribute to the team's overall work on insight, workforce development, equalities, safeguarding, and continuous improvement in line with the Active Kent & Medway's business plan and targets.
- Ensure appropriate information gathering is undertaken and contribute to the monitoring and evaluation 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 Project 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>Degree level or equivalent experience</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working with the voluntary and community sector, sports and physical activity related environment and/or sales or customer service.</li> <li>Experience of whole-system approaches place-based working to achieve common goals.</li> <li>Experience of consulting and co-designing activities and opportunities with local communities and organisations.</li> <li>Experience of organising meetings and events for a wide range of stakeholders</li> <li>Experience of providing project management support (for internal and external stakeholders)</li> <li>Experience of producing reports, presentations, articles and case studies.</li> <li>Experience of uploading website content.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Excellent communication, interpersonal and negotiation skills.</li> <li>Ability to work independently and as part of a team.</li> <li>Strong organisational skills with ability to prioritise and work to strict deadlines.</li> <li>Computer literate with understanding of Microsoft Office applications.</li> <li>Ability and willingness to travel across the county to attend meetings, including occasional weekend and evening events.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Awareness of the benefits of, and barriers to, physical activity, particularly in relation to under-represented groups.</li> <li>Knowledge of current national priorities and structures in relation to sport, physical activity, and children and young People.</li> <li>Awareness of the County Strategy for Kent and Medway, Move Together.</li> <li>Knowledge of marketing and communication tools and practices.</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</li> </ul>

respectful to all

- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making