

**Directorate:** Growth, Environment and Transport  
**Unit/Section:** Economy  
**Grade:** KR9  
**Responsible to:** Programme Manager (Skills Bootcamps)

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

Deliver the day-to-day planning, implementation, monitoring, and evaluation of Kent & Medway's DfE funded Skills Bootcamps programme. Support Kent's Economic Growth objectives by ensuring the timely delivery of the programme's outputs and outcomes.

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

- Use project management expertise to lead on the day-to-day operations of the Kent & Medway Skills Bootcamps DfE programme. Ensure its smooth, compliant and efficient delivery and ongoing alignment with Kent & Medway's Economic Growth agenda to tackle skills gaps in the labour market and upskill local residents to enhance employment opportunities.
- Secure and utilise external funding (from central government) and optimise internal and external resources to enhance the Skills Bootcamps programme. Support an in-depth procurement process to commission services that will enable the delivery of the programme.
- Act as a first point of contact for enquiries from commissioned service providers, referral partners, employers and potential beneficiaries to provide key information about the programme, and secure engagement and involvement.
- Work closely with service providers, delivery partners and programme beneficiaries to collate necessary reporting and financial information. Produce regular progress reports for the DfE and briefings for stakeholders and partnerships.
- Monitor programme performance ensuring that activities undertaken by external providers are fully evidenced, training courses meet quality expectations and that payments are made on completion of agreed outcomes and contractual obligations.
- Implement the programme communication plan and execute a range of communication activities to ensure that stakeholders and target groups are informed about and engaged in the Skills Bootcamps programme.
- Represent the programme at external meetings and events to promote opportunities to get involved and share success stories.

- Work with internal colleagues and external service providers to ensure that relevant policies, procedures, guidance and are adhered to for the programme to meet equalities and diversity objectives, legal and regulatory requirements, public sector duties, government expectations, and KCC policies.

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 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>• NVQ 3 (or equivalent)</li> <li>• Clear commitment to further personal and professional development</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working in the field of economic development, the education, training &amp; skills and / or business support</li> <li>• Experience of joint working with a range of partner organisations and agencies in the private and/or public sector and at local, regional and national level.</li> <li>• Experience of project management including managing project budgets.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to plan and implement project activity</li> <li>• Good report-writing and organisational skills</li> <li>• Ability to analyse and research information to inform project decision making</li> <li>• Good communication and presentation skills</li> <li>• Ability to commission and monitor contracts.</li> <li>• Ability to build strong networks with partners and stakeholders.</li> <li>• Strong presentation skills and an ability to communicate issues to different audiences.</li> <li>• Ability to plan and prioritise workload to meet strict deadlines and to work with minimum direction.</li> <li>• Able to be organised, systematic and analytical.</li> <li>• Commitment to equalities and promotion of diversity in all aspects of work.</li> <li>• Ability to travel to meet the requirements of the service.</li> <li>• IT skills appropriate to this post's responsibilities – good working knowledge of Microsoft PowerPoint, Word and Excel</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of project and programme management techniques.</li> <li>• A solid understanding of budget and resource management.</li> <li>• Knowledge of skills, training and employment challenges and tools and techniques to tackle these.</li> <li>• A clear understanding of the drivers and barriers to economic development and growth.</li> <li>• Sound knowledge of practices impacting on projects, particularly those involving commissioned services</li> <li>• Understanding of government initiatives and those of other public bodies.</li> <li>• Awareness of Data Protection, Freedom of Information and transparency and confidentiality issues.</li> </ul>

<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<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>
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