

## Kent County Council – Active Kent & Medway

### Job Description: Assistant Project Officer (Children & Young People)

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**Directorate:** Growth Environment and Transport

**Division:** Growth and Communities

**Location:** Active Kent & Medway, Worrall House, Kings Hill

**Grade:** KR7

**Responsible to:** Active Partnership Manager

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

To work alongside colleagues and organisations working with children and young people to achieve our vision of 'More People More Active More Often'. The role will include providing information and support to schools and community organisations to help them deliver positive physical activities for children and young people, as well as supporting targeted projects which focus on those who are the least active.

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

1. Provide advice and support to primary schools on the use of Primary School Sport Premium funding, as advised by national partners such as the Association for Physical Education and Youth Sport Trust.
2. Create and coordinate articles and information for e-news, social media and web content to include national and local insight, best practice, safeguarding, equalities, training and development.
3. Collate and share information on services delivered by providers of sport and physical activity such as The Daily Mile, National Governing Bodies of Sport, Clubs, Coaching Companies, etc. to schools, and community organisations who work with the least active children and young people.
4. Produce case studies in relation to, the use of the Primary School Sport Premium funding in schools, and the delivery of sport and physical activity programmes in school and community settings, which have helped inactive children and young people to take part in sport and physical activity.
5. Collate insight on the participation levels, and impact of, sport and physical activity in schools by coordinating the data management of the Active Lives children and young people survey and help to analyse the findings to share with colleagues and partners.

6. Coordinate training and networking opportunities, including webinars and the delivery of the annual Primary PE Conference, for those involved with the funding and delivery of PE and sport in schools.
7. Support the delivery of targeted projects, such as working with health partners, to help children and young people with specific health issues take part in physical activity to improve their overall health and well-being.
8. Provide administrative support including collating local insight, processing funding agreements and monitoring and evaluation of projects relating to children and young people.
9. Contribute to the teams overall work on insight, workforce development, equalities, safeguarding, income generation and continuous improvement in line with the Active Kent & Medway operational plan and key performance indicators.

Footnote: This job description is provided to assist the job holder to know what his/her 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 - Active Kent and Medway

### Person Specification: *Assistant Project Officer (Children & Young People)*

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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>• Good overall education to at least NVQ3 level in a relevant field.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working within schools and/or community organisations who work with children and young people.</li><li>• Experience of creating e-news, web content and social media posts for targeted audiences.</li><li>• Experience of using Microsoft excel and other systems to collate and analyse information and data.</li><li>• Experience of organising meetings, webinars, and events.</li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Effective writing skills particularly in relation to producing articles/case studies to be shared with external organisations.</li><li>• Strong interpersonal skills with the ability to maintain effective working relationships and to work on own initiative and as part of a team.</li><li>• Attention to detail and accuracy when collating reports.</li><li>• Ability to co-ordinate a range of tasks to achieve deadlines.</li><li>• Ability and willingness to travel across the county to visit projects and meet partners.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of issues related to school and community sport and physical activity.</li><li>• Knowledge of current national policies and organisations with the education and sport sector.</li><li>• Knowledge of Sport England's Strategy 'Uniting the Movement'.</li></ul>
<b>Behaviours and Kent Values</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge.</li><li>• We are curious to innovate and improve.</li><li>• We are compassionate, understanding and respectful to all.</li></ul>

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|  | <ul style="list-style-type: none"><li>• We are strong together by sharing knowledge.</li><li>• We are all responsible for the difference we make.</li></ul> |
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