

## Kent County Council

### Job Description: Health, Equality and Inclusion Officer

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<b>Directorate:</b>	<b>Growth, Environment &amp; Transport</b>
<b>Division:</b>	<b>Growth &amp; Communities</b>
<b>Location:</b>	<b>Active Kent &amp; Medway Team, Kings Hill, West Malling, Kent</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>Strategic Lead – Health &amp; Physical Activity</b>

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#### **Purpose of the job:**

To work alongside and be supported by the Strategic Lead for Health & Physical Activity to advocate for, and support development of, physical activity opportunities in Kent & Medway where the need is greatest. Working with Public Health and social care partners to support increases in physical activity in underrepresented groups and disadvantaged communities, contributing to reducing health inequalities.

The post holder will also play a key role in Active Kent & Medway's (AKM) work to promote equality, diversity and inclusion and the delivery of our Diversity and Inclusion Action Plan.

#### **Main Duties and Responsibilities:**

1. Promote and advocate for the benefits of sport and physical activity to key health, social care and voluntary sector partners and stakeholders.
2. Work with relevant partners to support delivery of physical activity projects linked to the Integrated Care Strategy and prevention priorities, for example, mental health, ageing well and obesity.
3. Support the physical activity industry to provide suitable services for individuals with long term health conditions and work alongside the NHS to link with appropriate referral care pathways.
4. Work with the Strategic Lead for Health & Physical Activity and AKM team to support the delivery of the [Diversity and Inclusion Action Plan](#) and our wider work to promote equality, diversity and inclusion.

5. Work with the Everyday Active Officer & Health and Wellbeing Officer to support with promotion of our [Everyday Active campaign/website](#), upskilling workforce through delivery of [Everyday Active workshops](#), and helping to connect people with physical activity opportunities that are right for them.
6. Contribute to the team's overall work on insight, workforce development, equalities, safeguarding, and continuous improvement in line with the Active Kent & Medway business plan and targets.
7. 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.

Kent County Council  
 Person Specification: Health, Equality and Inclusion Officer

	<b>CRITERIA</b>
<b>Qualifications</b>	Good overall education and ability to demonstrate knowledge gained through professional experience
<b>Experience</b>	<p>Experience of working to promote equality, diversity and inclusion in sport and physical activity, and working to support disadvantaged groups and communities.</p> <p>Experience of working with other sectors including health and social care.</p> <p>Experience of co-ordinating successful physical activity/health/wellbeing related projects and interventions.</p> <p>Experience of facilitating and delivering training &amp; learning opportunities.</p> <p>Experience of organising events, meetings and webinars.</p>
<b>Skills &amp; Abilities</b>	<p>Effective organisational skills.</p> <p>Excellent communication (both written and oral) and interpersonal skills.</p> <p>Good ICT skills.</p> <p>Ability to work on your own initiative and as part of a team.</p> <p>Ability and willingness to travel across the County to attend meetings with partners.</p>
<b>Knowledge</b>	<p>Knowledge of health and social care and the benefits of physical activity in relation to these sectors.</p> <p>An understanding of the barriers faced by underrepresented groups to participating in physical activity.</p> <p>Knowledge of current national policies and structures within sport and health.</p>

	Knowledge of Sport England's Strategy 'Uniting the Movement'.
<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 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> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>