
Directorate:	Growth, Environment & Transport
Unit/Section:	Kent Downs AONB Unit
Grade:	KR 8
Responsible to:	European and Project Development Manager

Purpose of the Job:

EXPERIENCE is an exciting €23million tourism project funded by the Interreg V Channel England France Programme. Kent County Council is one of 14 partners in France and England. The project will work with businesses to develop new tourism products that engage visitors in the landscape in a way that supports and enhances that landscape. EXPERIENCE will promote new experiential tourism products through tourism fairs, media and communication campaigns.

Working closely with colleagues in a highly skilled, multi-disciplinary team of five, part of the wider Kent Downs AONB Unit, this role will ensure the successful integrated delivery of the EXPERIENCE project. You will assist the Project Manager and project team to deliver and coordinate the EXPERIENCE project. This is an exciting and varied role and you will be involved in project development, monitoring, communication, marketing, and reporting. You will have specific responsibility for project reporting and claims and a number of discrete projects. You will be responsible for gathering and storing systematically all the financial and narrative evidence required for the EXPERIENCE project claims and audits. You will also be responsible for assisting delivery partners to adhere to EU funding requirements. You will support the Project Manager with financial monitoring, planning and budgeting.

The role will involve working closely with EXPERIENCE team members including a Project Manager, a Business and Tourism Manager, the Communications and Marketing Manager and Officer, the North Downs Way National Trail Manager and the wider Kent Downs AONB team. The EXPERIENCE project is led by Norfolk County Council and you will work closely with their staff to provide the information they need from the Kent Downs AONB Unit.

The role may involve some travel to the Compiègne Region of France and within Kent in the UK.

The EXPERIENCE project is led by the Kent Downs AONB Unit and this role is part of that wider team. It is funded by the European Regional Development Fund (ERDF) through the Interreg V Channel France England Programme, the North Downs Way National Trail, the Kent Downs

AONB Unit and participating district and borough councils including Dover, Canterbury, Ashford, Gravesham, Swale and Kent County Council.

Main duties and responsibilities:

- Reporting to the EU and the Lead Partner on project progress and outputs, preparing EU claims and providing the Lead Partner with all required financial and narrative information.
- You will work closely with KCC European Finance Officers to provide the narrative and financial evidence required to support their preparation of financial claims.
- Supporting the Project Manager on all aspects of EXPERIENCE delivery.
- Responsibility for lead partner queries, information requests, monitoring data and partner collaboration
- Provide professional guidance and support to EXPERIENCE delivery partners in Kent to comply with EU and EXPERIENCE project rules
- Support the Project Manager to monitor match funding and financial delivery across the project and with budget responsibility for spend monitoring.
- Responsible to ensure that all financial spend is within EU and project rules and the correct spend evidence is provided by the Kent Downs Team and other KCC delivery partners.
- Collaborate with other members of the EXPERIENCE team, delivery partners and others to develop a sustainable legacy for the scheme.
- Build, implement and maintain systems and procedures for the control and delivery of the Experience project
- Management of any EXPERIENCE related recruitment
- Ensuring that all activities are carried out in a proper and accountable manner according to the financial and health and safety requirements of Kent County Council as well as other funding partners such as the Interreg V France Channel England Programme.
- Build and maintain strong working relationships with project partners and a wide range of stakeholders
- Any other duties that may be identified by the EXPERIENCE Manager to support the delivery of the aims and objectives of the Kent Downs AONB Unit and the EXPERIENCE Project.
- Represent Kent Downs AONB at project partner meetings, workshops and webinars.

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	A relevant degree or previous relevant experience of project management or equivalent transferable skills and experience
EXPERIENCE	<p>Work in a busy customer focused environment in a technical or administrative role</p> <p>Project management, funding claim, reporting, finance and budget management</p> <p>Managing contractors and consultants effectively to deliver project outputs.</p> <p>Collating information, report writing and making recommendations for action, and reporting back on work progress.</p> <p>Providing accurate financial forecasts, budgets and accounts, and ensuring project expenditure delivers on time and to budget.</p>
SKILLS AND ABILITIES	<p>A self-starting and motivated individual, able to take the initiative, organise and manage multiple complex projects, and work autonomously.</p> <p>Excellent written, numeracy and ITC skills including ability to maintain spread sheets, produce information, report writing and word processing. Kent Downs AONB office use Microsoft Office 365</p> <p>Excellent communicator willing to work in an integrated way to achieve beyond immediate programme responsibilities.</p> <p>Innovation and adaptability – looking for alternative solutions to problems.</p> <p>Due to the outward facing nature of this role fluency in English is essential.</p>
KNOWLEDGE	<p>Understanding and interest in landscape management, the environment and rural active tourism</p> <p>Project management, financial and narrative.</p> <p>Excellent knowledge of Excel, PowerPoint and Word</p>

	<p>Knowledge of EU funding claims and finance rules</p> <p>Local authority organizations and Public Sector work or relevant private sector experience</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <p>Open – You will be expected to work closely with a wide range of partners and individuals and develop an open and approachable style. You will also be open to new approaches and alternative ways of delivering the project's planned outputs and outcomes and working with partners to innovate.</p> <p>Invite Contribution and Challenge – EXPERIENCE is a complex project, and one that will inevitably see issues or problems arising. You will be expected to address these in a proactive and positive manner and will seek out feedback to ensure that you continue to improve the way in which you deliver projects.</p> <p>Accountable – You will be prepared to take ownership of the business role for which you are responsible, along with the projects contained within them. You will be the first point of contact for business partners to answer questions, solve problems and promote successes. You will also recognise that you and the scheme are accountable to the Interreg Channel Programme, other funding partners and the Kent Downs AONB Joint Advisory Committee.</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