

**Kent County Council**  
**Job Description: Children and Young People Sport and Physical Activity Project Officer**  
**Date: January 2021**

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<b>Directorate:</b>	<b>Growth Environment and Transport</b>
<b>Division:</b>	<b>Environment, Planning and Enforcement</b>
<b>Location:</b>	<b>Kent Sport and Physical Activity Service, Worrall House, Kings Hill, Kent</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>Satellite Clubs (Clubs and Schools) Development Officer</b>

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**Purpose of the Job:**

To work with colleagues within Kent Sport and children and young people organisations to help tackle inactivity and reduce the inequalities children and young people face in sport and physical activity, through supporting the delivery and evaluation of a range of projects, including the Daily Mile, to encourage the least active to lead healthy, active lifestyles.

**Main duties and responsibilities:**

1. As the main contact for The Daily Mile across Kent and Medway, collaborate with The Daily Mile Foundation on marketing, regional forums and maintaining the Daily Mile brand. Implement the project to increase the number of schools participating in The Daily Mile working with key partners and with staff in Kent Sport delivering other children and young people programmes.
2. Identify and build relationships with organisations who work with children and young people who are less likely to be physically active. This includes the following targeted groups: children and young people with a disability; those living in deprived areas; or from Ethnically Diverse Communities. Work collaboratively with these organisations to identify funding to support the delivery of appropriate activities in their local communities.
3. Collate insight on the sport and physical activity opportunities available for children and young people with a disability so that it can be shared with other organisations who are able to replicate the opportunities in other areas.
4. Review projects funded through Kent Sport which have helped children and young people from the targeted groups to become active. Produce quantitative and qualitative reports, including case studies, to be used in internal and external reports, and to share what has been learnt with other organisations at a local and national level.

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.

5. Monitor the externally funded Daily Mile budget, and other Kent Sport children and young people budgets, ensuring value for money and providing reports to The Kent and Medway Active Partnership Board and Sport England in terms of outcomes and targets.
6. Contribute to the team's overall work on insight, workforce development, equalities, safeguarding, income generation and continuous improvement in line with the Kent Sport business plan and targets.
7. Ensure appropriate monitoring of work is undertaken, provide information to managers as requested concerning the progress of projects and initiatives and contribute to the reporting processes set by Kent County Council, Kent and Medway Active Partnership Board, Sport England and The Daily Mile Foundation.

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# Kent County Council

## Person Specification: Children and Young People Sport and Physical Activity Project Officer

	CRITERIA
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ 3 or equivalent</li> <li>• Qualified or working towards a relevant full professional qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with schools to provide advice and guidance</li> <li>• Experience of working with a range of organisations to meet common objectives.</li> <li>• Experience of managing and coordinating projects and programmes within defined budgets.</li> <li>• Experience of developing promotional materials, web and social media content to a high standard.</li> <li>• Previous project management experience in a relevant field.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Effective communication, both verbally and in writing.</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>• Ability to plan and co-ordinate a range of activity to achieve tight deadlines.</li> <li>• Ability to work with a range of IT systems.</li> <li>• Ability to research and analyse information and produce reports.</li> <li>• Ability to travel and work flexibly to meet the requirements of the role.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of issues related to primary and secondary school PE &amp; sport.</li> <li>• Knowledge of Children and Young People programmes delivered through Kent Sport including The Daily Mile programme.</li> <li>• Knowledge of current national policies and structures within education, sport and health.</li> <li>• Knowledge of Sport England's Strategy and of Sport England funding streams and programmes.</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Commitment and enthusiasm to acquire new skills and experience</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working</li> <li>• Commitment to safeguarding children and adults</li> </ul>

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