

Kent County Council

Job Description: Community Development Officer (Sport and Physical Activity).

Directorate: Growth Environment and Transport

Unit/Section: Growth and Communities

Grade: KR8 (£28,598-£32,333)

Responsible to: Funding and Partnerships Manager

Purpose of the Job:

To work with sport and physical activity providers and the wider voluntary and community sector to help more of Kent and Medway residents to be more active, more often.

Through community engagement the role will bring together sport and physical activity providers, the voluntary and community sector and the communities they serve, to identify and better understand their needs.

Creating sustainable links between partners through the sharing of learning, information and resources, to ensure the delivery of inclusive opportunities aimed at tackling inequalities and addressing inactivity.

Main duties and responsibilities:

- ◆ Support local sport and physical activity providers across Kent and Medway to better understand their community and to deliver activities appropriate to people's needs and motivations.
- ◆ Engage with 'non-sport' voluntary and community sector organisations to understand their priorities and broker relationships with sports clubs and physical activity providers.
- ◆ Work with the Workforce & Coaching Manager to support the development of a workforce that will engage with the least active and under-represented groups.
- ◆ Support the delivery of local and national workforce campaigns, to recruit, retain and reward volunteers for sport and physical activity in the Kent and Medway
- ◆ Work collaboratively on a range of sport and physical activity related projects, sharing the learning to create a more inclusive offer for the local community.
- ◆ Represent clubs, coaches and volunteers as part of internal grants funding panels. Reviewing, assessing and offering feedback on grant applications.
- ◆ Contribute to the team's overall work on insight, monitoring and evaluation, workforce development, safeguarding, equalities, income generation and continuous improvement in line with Active Kent and Medway's operational plan.
- ◆ Ensure appropriate work is undertaken and contribute to the monitoring processes set by Kent County Council, Active Kent and Medway Board and Sport England.

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Person Specification: Community Development Officer (Sport and Physical Activity).

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 degree level or equivalent qualification in a relevant subject
EXPERIENCE	<ul style="list-style-type: none">• Experience of working in the voluntary and community sector and/or a sports and physical activity related environment.• Experience of community engagement and partnership working to provide opportunities for the local community.• Evidence of working with volunteers and partner organisations to provide advice and guidance and signpost to relevant resources.• Successful track record of working collaboratively to develop and manage projects.
SKILLS & ABILITIES	<ul style="list-style-type: none">• Excellent communication skills, especially listening to understand the needs of a specific audience.• Strong interpersonal and relationship building skills to broker relationships between different partners.• Ability to work independently and as part of a team.• Good analytical skills, problem solving and decision-making capabilities.• Ability to manage projects successfully with other partners to achieve successful outcomes.• Strong organisational skills with ability to prioritise and work to strict deadlines.• Computer literate with understanding of Microsoft Office applications.
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of current national priorities and structures in relation to sport and physical activity.• Knowledge of community engagement principles and how they can be used to increase physical activity levels.• Knowledge of Sport England and 'Uniting the Movement'• Understanding of campaigns to attract more volunteers into sport & physical activity.
BEHAVIOURS AND KENT VALUES	<ul style="list-style-type: none">• Keen to learn, willing to adapt and try new approaches• Be inclusive and respect the views of colleagues and partners.• Share your knowledge to help achieve the teams and partner organisations objectives. <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

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