

## Kent County Council

### Job Description: Admin Support Officer (Children and Young People Projects)

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Division:</b>	<b>Growth and Communities</b>
<b>Grade:</b>	<b>KR5</b>
<b>Responsible to:</b>	<b>Children and Young People Development Officer</b>

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

To provide administrative support for the delivery of the Active Kent and Medway children and young people projects.

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

1. Provide day-to-day administrative support for children and young people (CYP) projects plus other funding and grants programmes ensuring all records are accurate, kept up to date and are in accordance with data protection and financial regulations.
2. Use digital applications such as Microsoft Forms, Power Automate and Power Bi, to collate and analyse information and data to contribute to the evaluation of the projects and the creation of reports.
3. Support the monitoring and evaluation of projects by undertaking spot checks, creating case studies and mapping delivery to help develop these projects further.
4. Provide administrative support in the promotion and delivery of workforce training and development opportunities, both online and face to face events.
5. Update the Customer Relationship Management system and support colleagues to utilise the system to its full potential.
6. Assist with the co-ordination of the Active Lives Child Survey through contact and liaison with schools which take part of the survey
7. Contribute to the team's overall work on the fundamentals of insight, monitoring and evaluation, workforce development, equalities, safeguarding and funding opportunities in line with the requirements of Active Kent and Medway Operating Plan.

Kent County Council: **Active Kent and Medway**  
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	<b>CRITERIA</b>
<b>Qualifications</b>	NVQ 3 or equivalent in relevant subjects such as information technology and business studies.
<b>Experience</b>	Experience of providing administration support and creating and maintaining accurate records. Experience of working on a range of IT systems including Microsoft 365 applications, databases and online communication platforms. Experience of collating information, analysing data and producing reports. Experience of delivering good customer service.
<b>Skills and Abilities</b>	Excellent organisational skills with attention to detail. Good written and verbal communication skills. Ability to prioritise workload to meet multiple deadlines. Ability to follow instructions and working independently. Ability to travel to meet the requirements of the service.
<b>Knowledge</b>	Knowledge of Microsoft 365 applications including Teams, Sharepoint, Outlook, Excel and Word. An understanding of Data Protection and information governance. Knowledge of analysing data to demonstrate impact.
<b>BEHAVIOURS AND KENT VALUES</b>	Kent Values: <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> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul>

Footnote: This job description is provided to assist the job holder to know what his/her/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.