

## Kent County Council - Active Kent and Medway

Job Description: *Sports Co-ordinator (School Games and Children & Young People)*

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**Directorate:** Growth, Environment & Transport  
**Unit/Section:** Active Kent and Medway  
**Grade:** KR3  
**Responsible to:** Events Manager

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

To support Active Kent and Medway in effective co-ordination, delivery, marketing and evaluation of the Kent School Games programme.

Assist the team in delivering the Children and Young People plan to help tackle inactivity and reduce the inequalities children and young people face in sport and physical activity.

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

1. Support the co-ordination of the Kent School Games to include dealing with enquiries, co-ordinating entries, attending meetings, collating and distributing information, attending and assisting with event day set up and supporting the delivery of events.
2. Support the marketing and promotion of the Kent School Games, to include taking and uploading photographs, promoting events via social media, producing regular updates and post event reports, collating participant data and communicating the success of events.
3. Support project leads in the development and delivery of Children and Young People projects and programmes for targeted groups.
4. Provide administrative support in the collating of insight regarding Children and Young People programmes to assess impact and share learning.
5. Assist in achieving the teams environmental outcomes
6. Contribute to the teams overall work on insight, workforce development, safeguarding, equalities and continuous improvement in line with the Active Kent and Medway operational 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 Partnership Board and Sport England.

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.

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### Person Specification: *Sports Co-ordinator (School Games and Children & Young People)*

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	NVQ 3 or equivalent Qualified or working towards a relevant full professional qualification.
<b>EXPERIENCE</b>	Experience of the voluntary sport and/or education sector Experience of using social media and IT packages, including word processing, spreadsheets, databases Experience of delivering good customer service
<b>SKILLS AND ABILITIES</b>	Good communication skills, both written and verbal Good organisational skills and ability to work to deadlines Ability to work under own initiative and as part of a team Good administration skills and attention to detail Ability to travel to meet the requirements of the service Ability to work some evenings and weekends Commitment and enthusiasm to acquire new skills and experience Commitment to equalities and the promotion of diversity in all aspects of working Commitment to safeguarding children and adults
<b>KNOWLEDGE</b>	Awareness of local and national sports initiatives Awareness of the organisations involved in delivering sport (e.g. National Governing Bodies, Active Partnerships) Awareness of Data Protection, Safeguarding and confidentiality issues Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety
<b>BEHAVIOURS AND KENT VALUES</b>	<b>Kent Values:</b> <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>