

Kent County Council

Job Description: *Multiply Project Coordinator*

Directorate: Children, Young People and Education

Unit/Section: Community Learning and Skills (CLS)

Grade: KR9

Responsible to: Multiply Project Director

Purpose of the Job:

Coordinate the local delivery of Multiply Investment Programme (MIP) by both Community Learning Skills (CLS) and external delivery partners.

Main duties and responsibilities:

1. Act as main point of contact for CLS and external providers in relation to the delivery of the programme.
2. Manage and support CLS delivery staff to provide high quality teaching, learning and assessment and high learner retention, achievement, success and progression.
3. Ensure partners' courses are delivered to the agreed quality in both course content and teaching through review and evaluation of programmes. Carryout inspections on a regular basis to monitor performance against OFSTED's Education Inspection Framework (EIF).
4. Support CLS colleagues in the development and sharing of appropriate curriculum material to meet the demands of the Multiply Investment Plan.
5. Review course delivery data and information provided by CLS and external partners and make recommendations to overcome any shortfalls of outcomes against targets.
6. Monitor the following procedures and requirements within the programme to ensure compliance:
 - Health and Safety procedures
 - Safeguarding requirements
 - Equality & Diversity requirements
 - KAE Quality standards and other requirements

- Prevent Agenda, KCC & British values, Equality and Fairness in all work areas and activities.
 - Data protection and Informational Governance (General Data Protection Regulations).
7. Attend CPD events and work towards and quality improvement cycle that includes continuing professional development.

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: *Multiply Project Coordinator*

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	<ul style="list-style-type: none"> • Relevant Professional Qualification • Management qualification level 4 or relevant experience • Teaching, Training, Assessor qualification relevant to subject (including subject specific qualification) • Holding or working toward an appropriate management qualification or standard such as KCC's Kent Manager or Future Manager programme
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a management position within an education setting, including operational and performance management of staff, and quality assurance • Experience of government funding • Experience of managing (subject) for both qualification and non-qualification programmes • Experience of quality assurance and compliance
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to ask challenging questions and provide constructive feedback. • Able to establish and maintain effective working relationships • Be Financially astute • Good presentation and interpersonal skills • Design, development and implement of learning programmes • Proven skills in ICT, including interpretation and reporting data and reports • Ability to organise, prioritise and work autonomously, meet targets and manage tasks within limitations of time and resources • Ability to travel in a timely manner to meet the requirements of the service • Flexible to work at various times of the day/evening and locations to meet customer need
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of government funding requirements • Knowledge of Multiply purpose and interventions • Awareness of Information Governance, Data Protection and confidentiality issues • Knowledge of KCC and national legislation relating to Health and Safety, Equality and Diversity, Safeguarding/Prevent, Ofsted and other relevant statutory information

CULTURAL ATTRIBUTES	<ul style="list-style-type: none"> • Compassionate & inclusive • Working together – building and delivering for the best interests of KCC • Externally focused – residents, families and communities at the heart of decision making • Flexible/agile – willing to take (calculated) risks • Empowering – our people take accountability for their decisions and actions • Curious – constantly learning and evolving
BEHAVIOURS AND KENT VALUES	<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