

## Kent County Council

### Job Description: Sports Co-ordinator (Programmes)

---

<b>Directorate:</b>	<b>Growth, Environment &amp; Transport</b>
<b>Division:</b>	<b>Environment, Planning and Enforcement</b>
<b>Location:</b>	<b>Kent Sport &amp; Physical Activity Service, Worrall House, Kings Hill, with some travel across Kent</b>
<b>Grade:</b>	<b>KR3</b>
<b>Responsible to:</b>	<b>Satellite Club Development Officer</b>

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

To support Kent Sport and Physical Activity Service ("Kent Sport") in the effective coordination and delivery of its sport and physical activity programmes. Assist with the coordination of the Active Lives Child Survey through schools.

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

1. Provide day-to-day administrative support for funding and grants programmes to ensure that applications are accurately considered, activities are successfully delivered, and participant data is collated.
2. Support the monitoring and evaluation of projects such as Satellite Clubs and Primary Premium by undertaking spot checks, completing case studies and working with the lead officers to collate, review and map delivery to identify gaps and opportunities, in order to help develop these projects further and ensure accessibility from under-represented groups and communities.
3. Support the administration and promotion of coaching, volunteering and club development programmes to ensure that partners have access to current information on initiatives.
4. Compile and update comprehensive contact lists of key delivery partners i.e. schools, clubs and coaches, including records of their engagement in - and availability to support - Kent Sport's programmes. Support other areas of the team's work and projects, where capacity allows
5. Contribute to the preparation and delivery of competitions at selected events, to promote opportunities for young people participate regularly.
6. Assist with the co-ordination of the Active Lives Child Survey through contact and liaison with schools selected to be part of the Survey

7. Contribute to the team's overall work on insight, workforce development, safeguarding, equalities, income generation and continuous improvement in line with the Sport and Physical Activity Service business plan and targets.
8. Ensure appropriate monitoring of work is undertaken and contribute to the monitoring processes set by Kent County Council, Kent & Medway Active Partnership Board and Sport England.

## Kent County Council

### Person Specification: Sports Co-ordinator (Programmes)

---

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
<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 the voluntary sport sector</li> <li>Experience of using social media and IT packages, including word processing, spreadsheets and databases</li> <li>Experience of delivering good customer service</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Good communication skills, both written and verbal</li> <li>Good organisational skills and ability to work to deadlines</li> <li>Ability to work under own initiative and as part of a team</li> <li>Good administration skills and attention to detail</li> <li>Ability to travel to meet the requirements of the service</li> <li>Ability to work some evenings and weekends</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Awareness of local and national sports initiatives</li> <li>Awareness of the organisations involved in delivering sport (e.g. National Governing Bodies, Active Partnerships)</li> <li>Awareness of Data Protection and confidentiality issues</li> <li>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</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>Open</li> <li>Invite Contribution and Challenge</li> <li>Accountable</li> </ul> <p><b>Behaviours:</b></p> <ul style="list-style-type: none"> <li>Commitment and motivation 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>

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.