

Kent County Council

Job Description: *Clubs and Communities Development Officer*

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| Directorate: | Growth Environment and Transport |
| Unit/Section: | Growth and Communities |
| Grade: | KR8 |
| Responsible to: | Funding and Partnerships Manager |

Purpose of the Job:

To provide effective communication, advice and support to community groups, sports clubs, and organisations through a wide range of mechanisms. The role will engage with partners and stakeholders to identify their needs and support them to work better together, to understand and provide for the communities they serve.

It will broker a link between local organisations and sport and physical activity related projects and programmes, ensuring links between traditional and non-traditional Voluntary and Community Sector partners, so that there is wide community access and benefit from them (including for under-represented groups).

Main duties and responsibilities:

- Support local sports clubs and community organisations across Kent and Medway to better understand their community and to deliver activities appropriate to people's needs and motivations.
- Co-ordinate and implement a range of sport and physical activity related projects which focus on creating a more inclusive offer for the local community and support our vision of more people more active more often.
- Work with key partners to create and protect the places and spaces that make it easier for people to be active.
- Represent clubs, coaches and volunteers as part of internal grants funding panels. Reviewing, assessing and offering feedback on grant applications.
- Work with the Workforce & Coaching Manager to co-ordinate a Coach and Officials bursary programme, to develop the skills amongst key coaches and officials, and to support development of a workforce that will engage with the least active and under-represented groups.
- Support internally and externally funded projects, including project planning, utilising insight, budget and staff management, completing monitoring and evaluation, sharing the learning and creating reports for funding bodies and the Active Kent and Medway Board.
- Engage with wider 'non-sport' voluntary and community sector organisations, seeking to broker relationships to support sports clubs and volunteer officials, and support the delivery of local and national campaigns, to secure more participants and volunteers for sport and physical activity in the Kent and Medway

- 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.
- Ensure appropriate monitoring of work is undertaken and contribute to the monitoring processes set by Kent County Council, Active Kent and Medway 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: *Clubs and Communities Development Officer*

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 |
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| QUALIFICATIONS | A degree level qualification in a relevant subject |
| EXPERIENCE | <ul style="list-style-type: none">• Successful track record and experience of working in a sports and/or physical activity related environment.• Experience of engaging and communicating with communities, volunteers and partner organisations through a wide variety of mechanisms and promotional material, including written, electronic and verbal.• Experience of working in partnership with other agencies and providing effective advice and guidance.•• Successful track record of developing and managing projects.• Experience of working on campaigns to attract more volunteers into sport and physical activity. |
| SKILLS AND ABILITIES | <ul style="list-style-type: none">• Excellent communication skills with the ability to motivate others.• Excellent relationship building skills and an ability to broker relationships between different partners and agencies.• Strong interpersonal skills with ability to work on own initiative 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 assess priorities and work to strict deadlines.• Computer literate with database skills. |
| KNOWLEDGE | <ul style="list-style-type: none">• Knowledge of current national policies and structures within sport particularly in relation to schools and community sport• Knowledge of Sport England's Strategy 'Uniting the Movement' and of Sport England and other funding streams and programmes |

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| | <ul style="list-style-type: none"> • Knowledge of the barriers facing young people in participating regularly in sport and physical activity and volunteering. |
| <p>KENT VALUES AND CULTURAL ATTRIBUTES</p> | <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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> <ul style="list-style-type: none"> • Keen to learn, and willing to adapt and try new approaches to your work. • Be inclusive and respect the views of colleagues and partners. • Share your knowledge to help achieve the teams and partner organisations objectives. |