

Kent County Council

Job Description: Events and School Games Co-Ordinator

Directorate:	Growth, Environment & Transport
Division:	Growth and Communities
Grade:	KSC
Responsible to:	Events and Programmes Manager

Purpose of the Job:

To support the delivery of Active Kent and Medway's (AKM) annual programme of events including the Primary PE and AKM Conferences and the Kent School Games. Using the vision and mission of the School Games programme to make a positive and meaningful difference in the lives of children and young people through sports and physical activity. Responsible for effective planning, co-ordinating, delivery, marketing and evaluation of the School Games programme in Kent and Medway.

Assist the team in delivering the Children and Young People priorities with a focus on tackling inequalities, promoting youth engagement, and enhancing physical literacy.

Main duties and responsibilities:

1. Support the planning and delivery of the School Games calendar of opportunities, aligning with the School Games' vision and mission and ensuring each activity has a clear intent to benefit all participants.
2. Act as the main point of contact for School Games enquiries including the co-ordination of entries, attending meetings, collating and distributing information.
3. Collect and process data and insight from events, utilising Microsoft 365 software (excel, power automate etc) and provide relevant information for reporting purposes in line with safeguarding and data protection policies and procedures.
4. Produce content for the marketing and promotion of School Games, to include taking and uploading photographs, promoting events via social media, producing regular updates, post event reports and case studies.
5. Maintain and monitor financial records relating to expenditure and income, ensuring information is accurate and up to date.
6. Assist Active Kent & Medway with the delivery of actions associated with environmental sustainability responsibilities and safeguarding plans (children and adults).
7. Support project leads in the development and delivery of Children and Young People projects and programmes for targeted groups.

8. Contribute to the team's overall work on insight, workforce development, equalities, safeguarding, environmental sustainability and continuous improvement in line with the Active Kent and Medway Operating Plan targets

Footnote: This job description is provided to assist the job holder to know what 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

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Person Specification: Events and School Games Co-Ordinator

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	NVQ 3 or equivalent Qualified or working towards a relevant full professional qualification.
EXPERIENCE	Experience of event delivery Experience of the voluntary sport and/or education sector Experience of using social media and Microsoft 365 applications (Teams, Word, Excel etc) Experience of delivering good customer service
SKILLS AND ABILITIES	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
KNOWLEDGE	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
Kent Values and Cultural Attributes	<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 Curious - constantly learning and evolving 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>
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