

KENT COUNTY COUNCIL

Job Description: Workforce Development Officer

Directorate: Growth Environment and Transport

Unit/Section: Growth and Communities

Grade: KSF

Responsible to: Strategic Lead – Community & Partnerships

Purpose of the Job:

The role will work collaboratively to support the existing and emerging sport and physical activity workforce across Kent and Medway to help more residents to be more active, more often.

Through community engagement the role will bring together sport and physical activity providers, the voluntary and community sector, and the communities they serve, to identify, better understand and support the workforce and wider need.

Main duties and responsibilities:

1. Work with colleagues to develop and implement a workforce plan that is focused on supporting organisations and individuals to work with the least active and those facing the greatest inequalities within our local communities and priority places.
2. Support existing sports clubs and other physical activity providers to develop accessible, affordable, professional development opportunities that encourage and empower the workforce at all levels. E.g. coaches, facilitators, committee members and volunteers.
3. Establish relationships with key partners to identify those working or aspiring to work in the sport and physical activity sector, supporting this emerging workforce to deliver appropriate physical activities within their respective communities.
4. Promote local and national workforce campaigns, to help recruit, retain and reward volunteers for sport and physical activity in Kent and Medway.
5. Represent Active Kent & Medway in discussions with national and regional stakeholders including Sport England, National Governing Bodies of Sport, UK Coaching, CIMSPA, other Active Partnerships and health and physical activity partners to understand their workforce priorities and then work with colleagues to identify how these can be delivered locally.
6. Work collaboratively with colleagues on a range of sport and physical activity related projects, including providing support to our Sport Welfare Project. Sharing the learning to create a more inclusive offer for the local community and place.
7. Support the delivery of Active Kent & Medway's People Development Plan and wider work to understand internal workforce development needs.

8. Contribute to internal grant funding panels, reviewing, assessing and making recommendations where applications relate to workforce development.
9. Contribute to the team's overall work on the fundamentals of insight, monitoring and evaluation, workforce development, equalities, safeguarding, funding opportunities and reporting, in line with the Active Kent & Medway's Operating Plan.

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: Workforce 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
Qualifications	Good overall education and ability to demonstrate knowledge gained through professional experience.
Experience	<ul style="list-style-type: none"> • Successful track record and experience of working in a sports/workforce development related environment. • Experience of delivering workforce training and development to improve the knowledge and skills of individuals and organisations.
Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication skills and the ability to build positive and productive relationships with stakeholders. • Ability to work independently and as part of a team. • Good analytical skills, problem solving and decision-making capabilities. • Thorough understanding of Microsoft Office applications.
Knowledge	<ul style="list-style-type: none"> • Knowledge of current national policies and structures within sport and physical activity in relation to workforce and coaching. • Knowledge of National Governing Bodies and relevant coaching qualifications. • Knowledge of community engagement principles and how they can be used to increase physical activity levels. • Understanding of campaigns to attract more volunteers into sport and physical activity.
Behaviours and 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 <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>