

# JOB DESCRIPTION

**JOB TITLE:** Funding and Development Officer

**DEPARTMENT:** Engagement Service

**POST NUMBER:** 1100

**GRADE:** 4, 0.8FTE

**ACCOUNTABLE TO:** Town Centre and Community Manager

**LOCATION:** City Council offices, Winchester

**POST OBJECTIVE**

As part of the Engagement team, undertake all necessary tasks relating to the administration, implementation and promotion of the council’s grant giving schemes, in line with the corporate priorities. Close working with the voluntary sector and members in order to increase resilience within the sector and reduce reliance on the council’s grant giving programmes.

**Main Accountabilities**

* Provide an outcomes focused programme (strategic and priority outcomes fund) to organisations in order for the council to demonstrate how are funding correlates to the outcomes provided
* Increase visibility and communication with regards to the grants awarded during the year and the local organisations who make a big impact on the lives of our residents
* Work in conjunction with the Community Support service in order to assist reduce reliance on Council funding
* Ensure that Council funding is accessible, equitable and transparently available in line with the Council’s priorities
* Be entrepreneurial in our approach to funding organisations, finding interactive alternatives such as crowdfunding to enable organisations to assist themselves
* Work with colleagues from across the Council to deliver integrated, customer-focused services which uphold the principles of the Customer Service Excellence Standard.

**SPECIFIC TASKS:**

1. Lead on and coordinate the management of the grant programmes within the financial year (and financials years where appropriate in terms of the strategically funded organisations funded from £20,000-£200,000) within the approved spending programme authorised by cabinet.
2. Coordinate and assess bids according to criteria created by the Funding Officer to address local issues and support/extend the Council’s service provision.
3. Provide a relationship and management role in terms of overseeing the progress and capturing outcomes with regards to the strategic and outcomes funded programmes.
4. Work with the Town Forum to provide support for the small grants, crowdfunding programme and strategic grants which fall within the town area.
5. Create funding criteria in line with the Councils priorities and assessment models in order to highlight transparency in order to ensure accessibility and equity of grants available.
6. Promote funding opportunities with members, parish councils, community groups, businesses (where appropriate) and other organisations in order to improve their knowledge and understanding of the funding available.
7. Increase engagement with the grant programme by providing a suite of funds which are more interactive (small grant panels on the road) and require the organisations to be more proactive (crowdfunding initiative).
8. Provide a more outcome focused programme (strategic and priority outcomes fund) to organisations in order for the council to demonstrate how are funding correlates to the outcomes provided.
9. Monitor the approved funded projects/organisations releasing funding when appropriate, ensuring the appropriate funding agreements are in place, managing the budget and spending profiles in conjunction with the finance team.
10. Capture the outcomes of the grant giving by ensuring that applicants provide the council with a comprehensive end of grant form which encapsulates expenditure and the outcomes achieved by the grant.
11. Provide an annual report with regards to the impact of the councils grant giving.
12. Organise and support an annual awards ceremony to highlight the councils annual grant giving – working in conjunction with the community support service.
13. Increase visibility and communication with regards to the grants awarded during the year and the local organisations that make a big impact on the lives of our residents.
14. Work with colleagues and external agencies in order to increase the sustainability and resilience of voluntary organisations.
15. Upload grant awards to the grant website in order to increase transparency with regards to the councils grant giving.
16. Any other grant management related task, Head of Service and Corporate Head of Engagement as and when required.

**Health and Safety**

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

**Equality**

Winchester City Council bases its employment practices on the concept of equal opportunity.  As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

**Safeguarding**

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed.................................

Dated..................................



# PERSON SPECIFICATION

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| **JOB TITLE** | **Funding & Development Officer** | **POST NUMBER:** | **1100** |
| **DEPARTMENT:** | **Engagement Service** | **DATE:** | **March 2020** |

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| **Requirements** |  | **Weighting** | **Assessment Method** |
| Skills | To present information and arguments to support a particular stance. | 3 | I |
|  | Able to present and explain information to a range of audiences. | 3 | i |
|  | Ability to communicate diplomatically and clearly to a range of personnel including internally, externally and members. | 3 | i |
|  | Strong knowledge of IT systems required to support the role. | 2 | a/i |
| Experience |  |  |  |
|  | Experience of engaging with or supporting public organisations, community bodies, local authorities and other public stakeholders including making applications for funding. | 2 | a/i |
| Personal Qualities | To be able to manage own workload, prioritise and determine how to undertake a specific project/task. | 2 | i |
|  | Organised and methodical with good numerical skills. Able to manage programmes and adhere to timescales. | 3 | a/i |
|  | Able to communicate and work with others within the team and within the Council. | 3 | i |
|  | Outgoing, flexible & confident, positive outlook. | 3 | i |
|  | Credibility with colleagues, Members, parish councils, other external groups. | 3 | a/i |
| Specific Job Requirements | Able to undertake site visits, attend meetings outside the office, work flexibly. Full clean driving licence. | 3 | A/I |
| Qualifications | GCSE Maths and English or equivalent | 3 | A/Q |

Weighting 3 – Essential for the successful performance of the job

*2 – Desirable but can be achieved through on the job training or experience*

*1 – Useful but not essential for successful performance of the job*

Assessment

*Application Form A Interview I Tests T*

*References R Presentation P Evidence of Qualifications Q*