**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Senior Voluntary Sector Grants and Project Officer | **Grade**:  PO3 |
| **Section:**  Community and Partnerships | **Directorate:**  Chief Executive’s Group |
| **Responsible to following manager:**  Voluntary Sector Grants and Partnership Manager | **Responsible for following staff:**  None |
| **Post Number/s:**  RWC3002 | **Last review date:**  March 2021 |

**Working for the Richmond & Wandsworth Better Service Partnership**

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

* To develop and co-ordinate the management of voluntary sector grant programmes including the Wandsworth Grant Fund ([www.wandsworth.gov.uk/wgf](http://www.wandsworth.gov.uk/wgf) emergency grants, and other ad-hoc grant funding programmes

* To work with relevant Council officers and partner organisations to ensure adequate specialist input into the assessment process
* To oversee the production of clear, concise and consistent assessments and recommendations for circulation to the Council’s Grants Overview and Scrutiny Sub-Committee, senior officers and Lead Members as required
* To translate grant approvals into formal grant agreements with successful applicants, and complete the whole grant-making cycle including arranging grant payments and monitoring and evaluating impact of the individual grants and the overall programme
* Manage discrete projects relating to service development, commissioning, and provision of Council owned property to the voluntary sector
* Provide commissioning and contract management support to contracts commissioned by the Voluntary Sector Partnership Team.
* Act as a deputy to the Voluntary Sector Grants and Partnership Manager on Wandsworth based projects

**Specific Duties and Responsibilities**

* To oversee and co-ordinate the receipt of applications to the Wandsworth Grant Fund and their assessment in order to make recommendations to the Grants Overview and Scrutiny Sub-Committee
* To lead and secure the input of relevant Council officers through the Wandsworth Grant Fund Development Group
* To undertake eligibility checks and make specific recommendations on applications in relation to the alignment with Wandsworth Grant Fund themes, organisational capacity, deliverability and ongoing sustainability
* To ensure that all necessary input to application assessments is achieved in a timely manner in order to meet committee paper dispatch deadlines
* To ensure that assessments are completed to a good written standard and that recommendations are consistent and fair across all thematic areas
* To draft grant agreements (including payment schedules) for successful applicants
* To produce Directors’ Board, Committee Reports and SO83(a) on projects being managed by the Voluntary Sector Partnerships Team.
* To answer Member and resident enquiries relating to the Council’s work with the Voluntary Sector, and specifically with regards to the Wandsworth Grants Fund.
* To provide verbal and written briefings to the Lead Member for the Voluntary Sector and Chief Executive as required
* Deputise for the Voluntary Sector Grants and Partnership Manager and represent the Voluntary Sector Partnership team at various forums, stakeholder meetings and others where required (e.g. social prescribing commissioning meetings and mental health and emotional wellbeing forum)
* Provide commissioning and contract management support to the commissioned community advice services, and additional associated contracts as required
* Support the Council’s Cost of Living VCS support programme including the management and oversight of specific grant funds
* Provide initial capacity building support and advice to organisations seeking funding, including signposting to other sources of support, networks and other internal and external partners, with whom to develop their project idea.
* To provide project support to the Voluntary Sector Grants and Partnership Manager in the development of new work areas

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

**Team structure**

**Person Specification**

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| **Job Title:** Senior Voluntary Sector Grants and Project Officer | **Grade**: PO3 |
| **Section:** Community and Partnerships | **Directorate:** Chief Executive’s Group |
| **Responsible to:** Voluntary Sector Grants and Partnership Manager | **Responsible for:** None |
| **Post Number/s:** RWC3002 | **Last Review Date:** October 2016 |

**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **Person Specification Requirements** | | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Knowledge of grant programmes, their design, management and administration | **X** |  | **A/I** |
| Knowledge of local authority structures and decision making |  | **X** | **A/I** |
| An understanding of how voluntary and community organisations are structured and operate, including their financial operations, governance, use of volunteers; and their key challenges and opportunities | **X** |  | **I/T** |
| Knowledge of youth support and community arts initiatives |  | **X** | **A/I** |
| Knowledge of the wider grants and funding landscape and voluntary sector contracts |  | **X** | **A/I** |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Experience of managing small grant schemes | **X** |  | **A/I** |
| Experience of working with the voluntary and community sector | **X** |  | **A/I** |
| Experience of working with or in a local authority |  | **X** | **A/I** |
| Experience of working with small organisations and provide advice/capacity building support | **X** |  | **A/I** |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Competence in the use of Sharepoint, Microsoft Word, Excel Basic knowledge of and ability to use standard IT packages (Microsoft Office and Outlook) | **X** |  | **A/I** |
| Good project management skills to deliver specified outcomes to agreed time scales | **X** |  | **A/I** |
| Excellent written communication skills | **X** |  | **A/I** |
| Understanding of monitoring and reporting requirements of Council grant programmes |  | **X** | **I** |
| Ability to work independently, making decisions and using own initiative | **X** |  | **A/I** |
| A demonstrable respect for equality and diversity; | **X** |  | **A/I** |
| A demonstrable understanding of the needs and outlook of small community groups |  | **X** | **A/I** |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
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**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**