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

**Job Description**

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|  **Job Title:** Community Grants Officer | **Grade**: SO1 |
| **Section:** Community and Partnerships: Voluntary Sector Partnerships | **Directorate:** Chief Executive |
| **Responsible to following manager:**Voluntary Sector Partnerships Manager | **Responsible for following staff:**None |
| **Post Number/s:** | **Last review date:**  |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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 assist the Voluntary Sector Partnership Manager by setting up systems that enableefficient management and oversight of the Councils support to the local community, primarily through the two grant programmes: Local Area Fund and Culture Offer Fund. To help build the capacity and advise local organisations and residents so that that they are able to successfully apply for funding to achieve positive outcomes for local people.

**The Role**

Working alongside our Community Engagement Officers within the Community and Partnerships Team you will be responsible for developing and administering two distinct grant funds: Local Area Fund and Culture Offer grant fund. The latter will

involve liaising with Richmond Integrated Culture Navigation and Social Prescribing Provider and Culture Team

The Local Area Fund is a grassroots fund focused on where people live and with close alignment to the Council’s Community Conversations and desire to put decision making at the heart of our communities.

The Culture Offer Fund will seek to help the community and voluntary sector to respond to identified demand/ need and gaps and create a culture offer that can be promoted to residents with health and wellbeing needs which at the same time is financially sustainable. This will help support and incentivise the Voluntary and Community Sector to establish cultural activities with those who need them the most. The overall aim is to co-produce and co-develop community-led and peer-led Culture and Lifestyle activities within communities to support the chances of sustained engagement, improved outcomes and financial sustainability.

You will work closely with Councillors, Council team members and Richmond CVS on engaging and listening to residents, advising on submitting applications and facilitating the grant process from assessing applications to making final recommendations.

Efficient at time management and an effective communicator you will be at the forefront of some of our key areas of work. You will engage with different departments of the Council as well as external stakeholders such as our partners in the voluntary and public sector.

The Community Engagement Team works to help develop our communities, support the voluntary sector through grants and partnership working, and helps ward Councillors engage with local people. The Team maintains working relationships with a range of local groups and communities and helps Council departments engage with these to serve our residents and customers.

**Specific Duties and Responsibilities**

Job content is listed below, in order of importance:

1. To manage and co-ordinate the Council’s small grants programmes: the Local Area Fund and Culture Offer Fund, including assessment of the applications and supporting the decision-making process, visiting organisations where appropriate and monitoring grants.
2. To ensure that all information relating to the two grant schemes, including monitoring information, that exists (internally and publicly) is up to date and accessible
3. To assist in the co-ordinating and collating of assessment and performance information and monitoring and evaluation data/reports to support the development of both funds and reporting back to stakeholders and Culture Partnership/ Community Access Strategy Group.
4. To coordinate the payments to funded organisations under the two schemes (including administration of purchase orders, filing invoices and troubleshooting)
5. To set up systems for the proper recording of expenditure using spreadsheets to monitor budgets.
6. To maintain filing and databases, creating, maintaining and retrieving information from computerised records
7. To organise and administer meetings, seminars, workshops and similar events, including booking venues, arranging speakers, issuing invitations, preparation and distribution of agendas and papers, minute-taking and follow-up action as agreed.
8. To provide grant support to the Civic Pride Fund and the Wandsworth Grant Fund.
9. To provide project support to the Voluntary Sector Partnership Team, Integrated Culture Navigation and Social Prescribing Provider and Culture Partnership/ Community Access Strategy groups in the development of new work areas relating to the Community and Voluntary sector.
10. To provide administrative support to forums and meetings taking concise clear and accurate notes.
11. To carry out any other duties that may be reasonably required.

Richmond Council is continually reviewing its structures and ways of working in order to provide the best services possible for residents, in the most efficient way. As a result, the key tasks in any job may be varied and the post holder will be expected to take on such variations consistent with the level of responsibility of the post.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* 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 the SSA’s policies, 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 role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

**About Us:**

The Community and Partnerships Team provides support to the wider Council to enable it to put our communities first. Creating, building and sustaining good working relationships with residents, a range of local stakeholders including the voluntary sector is one of the ways in which the Team helps the Council achieve its aims. The Team is responsible for community engagement and helping the Council to listen effectively to residents, supporting ward Councillors to engage local people, consultation with residents and customers as well as supporting our colleagues and partners with embedding best practice in community engagement. Our Team’s role is to help bring our stakeholders closer to the services and responsibilities of the Council and facilitate worthwhile engagement opportunities that are fair, accessible and transparent.

**About You:**

You will have previous grant administration experience and managing databases with excellent attention to detail. You will be customer-focussed and professional in your outlook with a proven track record of working with a range of different stakeholders, including co-ordinating public events and meetings. Highly proficient at administrative tasks you will bring with you strong experience of working with MS packages such as Excel and PowerPoint as well as efficient diary management. You will enjoy communicating with a range of different people and organisations.

You will also bring experience of maintaining customer databases and working with financial information. Using your proficiency in organising meetings and events you will support a range of meetings at which you will take minutes, circulate papers and ensure that a forward plan is maintained.

**Team structure**

**Person Specification**

**Matthew Maher**

**Head of Community and Partnerships**

**Melissa Watson**

**Voluntary Sector Partnerships Manager**

**Bruce Murdoch**

**Wandsworth Grant Fund Officer**

**Vacant**

**Community Grants Officer**

**Harriet Steele**

**Senior Project Officer**

**(Voluntary Sector)**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A & I/ T/ C** **(see below for explanation)** |
| **Knowledge**  |
| Demonstrate 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. | I |
| **Experience**  |
| Experience and understanding of grant-making processes to voluntary and community organisations | A |
| **Skills**  |
| Ability to communicate effectively in oral and written forms including by telephone, email and letter, with a wide range of people, including staff, customers and partners working in the statutory and voluntary sector. | T |
| Competence in the use of Microsoft Word, Excel  | T |
| Ability to organise own workload, prioritise work tasks to meet deadlines and respond flexibly to frequently changing needs and priorities. | I |
| Ability to develop, maintain and review a range of different record keeping systems, including information technology systems. | I |
| Ability to collect, collate, summarise and analyse information, including statistical information for management reporting | T |
| Ability to work constructively as part of a team. | I |
| Ability to demonstrate how diversity and equal opportunities may be responded to and promoted | I |
| Ability to demonstrate an understanding of customer care in relation to the post. | I |
| Ability to produce clear concise and accurate notes and briefings. | I |
| **Qualifications**  |
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**VALUES AND BEHAVIOUR**

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| **Values and Behaviours** | **Recruitment and Selection** |
| * When someone contacts me from outside my team I always help
 | **E** | **Interview (I)** |
| * I treat customers in the way they would want to be treated
 | **E** | **Interview (I)** |
| * I do what I say I will do, when I’ve promised to do it, or let people know why not
 | **E** | **Interview (I)** |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**