

Job Profile comprising Job Description and Person Specification

Job Description

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: Community Grants & Project Support Officer
Post Number/s: RWC0216	Last review date: August 2025

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 Civic Pride Fund (https://www.richmond.gov.uk/civic_pride_fund) Community Fund (https://www.richmond.gov.uk/community_fund), and other ad-hoc grant funding programmes

- To work with relevant Council officers and partner organisations to ensure adequate specialist input into the grant management cycle including setting priorities, assessment and evaluation of grants.
- 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 projects relating to service development, commissioning of services including VCS infrastructure and capacity building support and community advice services, leasing of Council owned property to the voluntary sector, and widening access to Council owned assets by the voluntary sector.
- Provide commissioning and contract management support to contracts commissioned by the Voluntary Sector Partnership Team.
- Contributing to the development of the wider partnership approach between the Council, other partners and the wider voluntary sector.
- Act as a deputy to the Voluntary Sector Grants and Partnership Manager on Richmond based projects

Specific Duties and Responsibilities

- Management and oversight of Richmond Council's small grants programmes including the Civic Pride Fund, Active Richmond Fund and Community Fund, including assessment and evaluation of impact, and the production of an annual report.
- Provide commissioning and contract management support to the commissioned community advice services, and additional associated contracts as required
- To produce various reports and briefings for the Directors' Board, Council Committees, senior managers and Councillors on voluntary sector related projects and developments
- To answer Member and resident enquiries relating to the Council's work with the Voluntary Sector, and specifically with regards to the Richmond Grant Funds.
- To provide verbal and written briefings to the Lead Member for the Voluntary Sector and Chief Executive as required.

- To provide advice and guidance to other Council teams and Members on the VCS, grant giving, and local VCS related issues.
- Co-ordinate the quarterly Voluntary Sector Forum (public event hosted by lead Cabinet Member) and other Council led events for voluntary sector groups as required
- To maintain a database of third sector organisations in Richmond upon Thames
- To lead on communications with the voluntary sector including through a voluntary sector e-newsletter, web updates and liaison with the communications team
- To lead on running the annual appeal, administration and charity requirements for the Richmond Voluntary Fund ([Richmond upon Thames Voluntary Fund - London Borough of Richmond upon Thames](#)).
- Deputise for the Voluntary Sector Grants and Partnership Manager and represent the Community & Partnerships team at various forums, stakeholder meetings and others where required (e.g. social prescribing commissioning meetings and mental health and emotional wellbeing forum)
- 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 and as and when needed.
- Provide effective line management to a Community Grants and Project Support Officer.

Generic Duties and Responsibilities

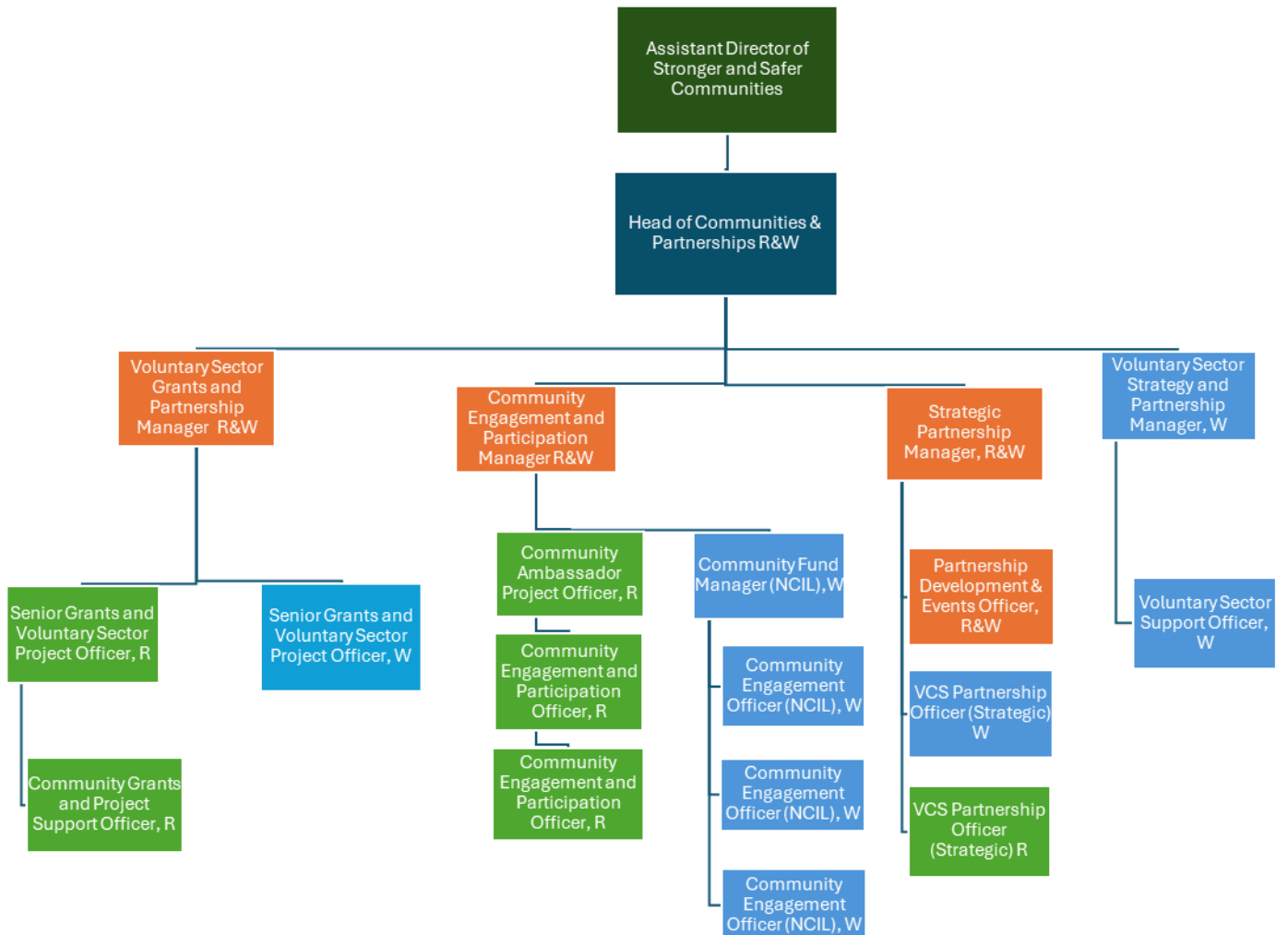
- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, budget management and health and safety.
- To adhere to security controls 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

- Assists the Voluntary Sector Partnership Manager in the management of grants budgets
- Post holder will be expected to work flexibly across two locations (Wandsworth Town Hall and Richmond Civic Centre).

Team structure



Person Specification

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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](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of how to manage 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 and being able to interpret	X		I/T

Charity Accounts, governance, use of volunteers; and their key challenges and opportunities			
Knowledge of the wider grants and funding landscape and voluntary sector contracts		X	A/I
Experience	Essential	Desirable	Assessed
Experience of managing grant schemes (including the whole grant-making life cycle)	X		A/I
Experience of preparing accurate financial information for decision-making	X		
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 in a political environment		X	A/I
Experience of working with voluntary organisations and building their skills and capacity through advice and 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
Budget management and ability to accurately prepare budgets of actual and forecast income and expenditure	X		A/I
Ability to work independently, making decisions, problem solving and solution focussed, using own initiative	X		A/I
A demonstrable understanding of equality and diversity and how this would apply in this role	X		A/I
A demonstrable understanding of the needs and outlook of the voluntary and		X	A/I

community sector and its strategic role and importance.			
Qualifications	Essential	Desirable	Assessed
Degree level or equivalent qualification through experience.		X	A

A – Application form / CV

I – Interview

T – Test

C - Certificate