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

**Job Description**

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| **Job Title:**  External Funding Officer | **Grade**:  PO1 - PO3 |
| **Section:**  Policy and Review Team | **Directorate:**  Chief Executive |
| **Responsible to following manager:**  External Funding Manager | **Responsible for following staff:**  N/A |
| **Post Number/s:**  TBC | **Last review date:**  February 2024 |

**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 support the External Funding Manager in enabling Richmond and Wandsworth Councils’ to secure more external funding. The post holder will seek out new opportunities; communicate these to services; and provide support and guidance to maximise available opportunities and deliver the best outcomes for our boroughs and residents.

**Specific Duties and Responsibilities**

1. Systematically and proactively identify funding opportunities and communicate these to services.
2. Co-ordinate the linking of officers who bid for funding across the organisation to improve the quality and success of bids.
3. Provide training and guidance for staff to improve their bid writing ability.
4. Working with policy and data analytics colleagues, develop and maintain evidence-based needs information to support the development of successful bids.
5. Develop and maintain a ‘funding application tool kit’, which gives clear practical advice to colleagues to assist them in making successful applications.
6. Support the development of an External Funding Strategy.
7. Provide support to identify and secure the resources required either to write bids (external expertise) or deliver projects.
8. Gather data and maintain an up-to-date cross council register that effectively monitors external funding bids being developed, and results.
9. Support the External Funding Manager in the development and maintenance of working relationships with internal departments and external partners in the pursuit of funding that will enable the delivery of the Council's corporate priorities.

**Progression Criteria**

**PO1**

* Works on their own initiative to share external funding opportunities with a wide range of services.

**PO2**

* Builds good relationships with a wide range of services and is able to advise them confidently on issues of bidding and external funding.
* Develops strong information management systems and data analysis skills.

**PO3**

* Develop wide ranging and collaborative relationships with external partners, spotting opportunities for joint project proposals.
* Able to carry out the full range of duties with minimal supervision and demonstrating initiative.
* Able to deputise for the External Funding Manager as required.

**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 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**

For the current structure please go to The Loop.

*When advertising externally please add the current team structure here and remove the sentence above.*

**Person Specification**

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| --- | --- |
| **Job Title:**  External Funding Officer | **Grade**:  PO1 – PO3 |
| **Section:**  Policy and Review Team | **Directorate:**  Chief Executive’s |
| **Responsible to:**  External Funding Manager | **Responsible for:**  N/A |
| **Post Number/s:**  TBC | **Last Review Date:**  February 2024 |

**Our Values and Behaviours**

As an organisation, we have recently defined a new set of values which set out the standards we expect from our staff. Our new values have been built to capture the best of how we work together and to inspire the change we need to create in our culture.

As an organisation that’s come together to represent a broader part of London, our values reaffirm our commitment to embrace difference, to connect even more deeply and widely and to show compassion and empathy for the people we work with and the people we serve.

Our values are:

* Think Bigger
* Embrace Difference
* Connect Better
* Lead by Example
* Put People First

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| **Person Specification Requirements** | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Broad, up-to-date knowledge of major UK, regional and NGO funding programmes and emerging funding initiatives | **✓** |  | **A/I** |
| Understanding of local government processes and procedures |  | **✓** | **A/I** |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Successfully secured external funding through bidding |  | **✓** | **A/I** |
| Supporting the writing of bids | **✓** |  | **A/I** |
| Monitoring project performance and financial information | **✓** |  | **A/I** |
| Managing competing priorities and project proposals between different services |  | **✓** | **A/I** |
| Communicating information relating to funding clearly and concisely to a wide range of stakeholders | **✓** |  | **A/I** |
| Experience of working with elected members, in a political environment |  | **✓** | **A/I** |
| Managing time and workload with minimal supervision | **✓** |  | **A/I** |
| Supporting and tracking the development of projects | **✓** |  | **A/I** |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Able to research, interpret and summarise complex information about projects for a range of service areas | **✓** |  | **A/I** |
| Ability to use project management tools to support, track and monitor simultaneous bids for different services, managing performance |  | **✓** | **A/I** |
| Able to interpret and analyse financial, numerical, and textual data, providing concise summaries as necessary | **✓** |  | **A/I** |
| Able to develop and sustain effective relationships, both internally, and with external partners, in order to secure and maximise external funding |  | **✓** | **A/I** |
| Able to develop and maintain an internal network for the purposes of providing training and guidance for bid writing | **✓** |  | **A/I** |
| Able to work accurately and to tight deadlines | **✓** |  | **A/I** |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Educated to degree level in a related subject area or equivalent through work experience |  | **✓** | **A/C** |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**