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

**Job Description**

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|  **Job Title:** External Funding Manager  | **Grade**: PO4 - PO6 |
| **Section:** Policy and Review Team | **Directorate:** Chief Executive |
| **Responsible to following manager:**Policy and Review Manager | **Responsible for following staff:**External Funding Officer x 1 |
| **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 lead on successfully securing more external funding for Richmond and Wandsworth Councils. The post holder will drive the approach across two ambitious local authorities aspiring to maximise available opportunities, using funding to deliver outcomes for our boroughs and residents.

**Specific Duties and Responsibilities**

1. Oversee the horizon scanning and identification of funding opportunities to be communicated to services.
2. Lead on connecting officers across the organisation who bid for external funding, combatting siloed working for the benefit of producing strong, successful bids.
3. Support and guide lead officers in the identification of risks, resource, and match funding requirements, providing challenge where necessary.
4. Co-ordinate bid-writing across a range of departments and services, providing generalist-level guidance.
5. Develop a pipeline of financially sound project proposals, in anticipation of funding being announced.
6. Assess the feasibility of project proposals prior to funding being announced, evaluating the suitability of projects for the London Borough of Wandsworth and London Borough of Richmond.
7. Review and evaluate external funding bids as a 'critical friend' ahead of submission.
8. Rapidly assess the feasibility of an emerging funding opportunity, providing recommendations as to whether a service should apply.
9. Create and lead an External Funding Strategy, setting out our approach, demonstrating how this aligns with both boroughs’ corporate priorities and ensuring the councils are bid ready.
10. Co-ordinate cross directorate bids, bringing together all relevant stakeholders and information.
11. Support the monitoring and reporting of project progress in accordance with operational, audit, quality management, inspection and contractual requirements.
12. Communicate to senior stakeholders (officers and Members) emerging or changing funding initiatives and opportunities for service areas and enable corporate oversight of bids across the organisation.
13. Manage data on planned and active bids and application success rates, to develop a clear picture of performance to present to senior managers.
14. Identify and secure effective, value-adding partnerships (e.g. government departments, National Lottery, local partners) that will strengthen bid prospects, enhance delivery, and maximise outcomes.

**Progression Criteria**

**PO4**

* Undertakes all the duties of the role but requires managerial oversight and support on leading major cross-cutting bids and briefing members.

**PO5**

* Uses initiative to identify emerging policy changes and resulting external funding opportunities that could arise.
* Credibility with senior officers and ability to challenge them (and bid proposals) with evidence and confidence.

**PO6**

* Capable of making effective evidence-based decision on whether or not to pursue external funding without managerial oversight.
* Independently leads on the development of high-profile project bids with minimal managerial input.
* Develop strong, effective relationships with external partners and maximise these for the purposes of securing income for the wider boroughs.

**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 Manager | **Grade**: PO4 – PO6 |
| **Section:** Policy and Review Team | **Directorate:** Chief Executive’s |
| **Responsible to:**Policy and Review Manager | **Responsible for:**External Funding Officer x 1 |
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**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 | **ü** |  | **A/I** |
| Understanding of local government processes and procedures | **ü** |  | **A/I** |
| Knowledge of the wider context surrounding securing external funding, such as central government policies (including Levelling Up). | **ü** |  | **A/I** |
| Knowledge of funding for equality, diversity, and inclusion initiatives. |  | **ü** | **A/I** |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Track record of writing bids and successfully securing external funding | **ü** |  | **A/I** |
| Monitoring project performance and financial information | **ü** |  | **A/I** |
| Managing competing priorities and project proposals between different services  | **ü** |  | **A/I** |
| Writing briefings for senior stakeholders and providing evidence-based recommendations  | **ü** |  | **A/I** |
| Experience of working with elected members, in a political environment | **ü** |  | **A/I** |
| Experience of preparing a project pipeline and getting ‘bid ready’ |  | **ü** | **A/I** |
| Reviewed outcomes of unsuccessful applications and developed lessons learned | **ü** |  | **A/I** |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Ability to use project management tools to support, track and monitor simultaneous bids for different services, managing performance | **ü** |  | **A/I** |
| Able to interpret and analyse financial, numerical and textual data, providing concise summaries as necessary, and use this data to inform decision-making | **ü** |  | **A/I** |
| Able to work accurately and to tight deadlines | **ü** |  | **A/I** |
| Able to effectively manage the demands of many stakeholders simultaneously | **ü** |  | **A/I** |
| Capable of critically evaluating bids, providing challenge, and encouragement, as appropriate | **ü** |  | **A/I** |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Educated to degree level in a related subject area or equivalent through work experience | **ü** |  | **A/C** |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**