

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Grants and Project Officer	Grade: SO1
Section: Community and Partnerships: Voluntary Sector Partnerships	Directorate: Chief Executive
Responsible to following manager: Grant Fund Development Officer	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 provide grant and project support to the Wandsworth Voluntary Sector team, with a particular focus on enabling the effective administration and delivery of the Wandsworth grant funding streams and supporting the development and delivery of Covid-19 related projects that are Council and/or community led.

To support the monitoring and evaluation of the Wandsworth Grant Fund in order to demonstrate impact and link successful projects to other sources of support, advice and networks which will build capacity and sustainability in the local voluntary sector.

To advise local organisations and residents so that they are able to develop their project ideas and successfully apply for funding to achieve positive outcomes for local people.

The Role

This role will be an important function within the Wandsworth Voluntary Sector team and wider Community and Partnerships Team. You will work closely with a range of different Council departments, the voluntary sector and other statutory services. This role will give you wide experience of working within a public sector environment and with the voluntary sector to achieve tangible and positive outcomes for local people. You will be an excellent communicator that can understand different stakeholder priorities and issues and propose solutions for a variety of audiences. The role requires excellent report writing skills with good attention to detail.

The role is fast paced and will require projects to be managed concurrently. An ability to re-prioritise workloads at short notice will be an important skill in this role.

You will work closely with other Council colleagues, the Voluntary Sector Co-ordination Service (run by Wandsworth Care Alliance) and other lead agencies in the Covid-19 response on engaging and listening to residents, advising on submitting applications and facilitating the grant assessment and monitoring process.

Specific Duties and Responsibilities

Job content is listed below, in order of importance:

1. To provide administrative support to the Wandsworth Grants function, to include but not limited to, populating and maintaining databases, maintaining relevant webpages regarding internal and external funding opportunities and supporting the ongoing development of existing and new funding streams.
2. To ensure that all information relating to the Wandsworth Grants Fund and other grant funds, 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 the Wandsworth Grant Funds, and effectively refers potential applicants to other sources of support and capacity building services.

4. To support the coordination of payments to funded organisations under the Wandsworth Grants Fund (including administration of purchase orders, filing invoices and troubleshooting)
5. To provide contract management and commissioning support to community advice services managed by the Voluntary Sector team and commissioned voluntary sector capacity building services.
6. To provide project support including:
 - a. Undertaking tasks relating to the Council's Covid-19 pandemic response
 - b. Linking together voluntary and community sector (VCS) and other partner organisations
 - c. Responding to requests via email or telephone from Members, officer, or VCS organisations
7. To maintain filing and databases, creating, maintaining and retrieving information from computerised records.
8. To organise and administer meetings, seminars, workshops and similar events, in person or online, including booking venues, arranging speakers, issuing invitations, preparation and distribution of agendas and papers, minute-taking and follow-up action as agreed.
9. To provide administrative support to forums, meet the funder events and other meetings taking concise clear and accurate notes.
10. To carry out any other duties that may be reasonably required.

Wandsworth 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

11. To contribute to the continuous improvement of the services of the boroughs of Wandsworth and Richmond
12. To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety

13. 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
14. 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
15. To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
16. 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

17. Attendance at evening meetings and at weekend events will occasionally be required, these may need to be in person, not virtually.
18. Post holder will be expected to work flexibly across two locations (Wandsworth and Richmond)
19. As at November 2020, the Voluntary Sector Partnerships Team is working from home, this position will be regularly reviewed. The post holder will need to be able to work remotely from the rest of the team, either from home or within the office, with regular online meetings. The nature of the role necessitates that there will be occasions when the post holder will need to attend the office in Wandsworth Town Hall.

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

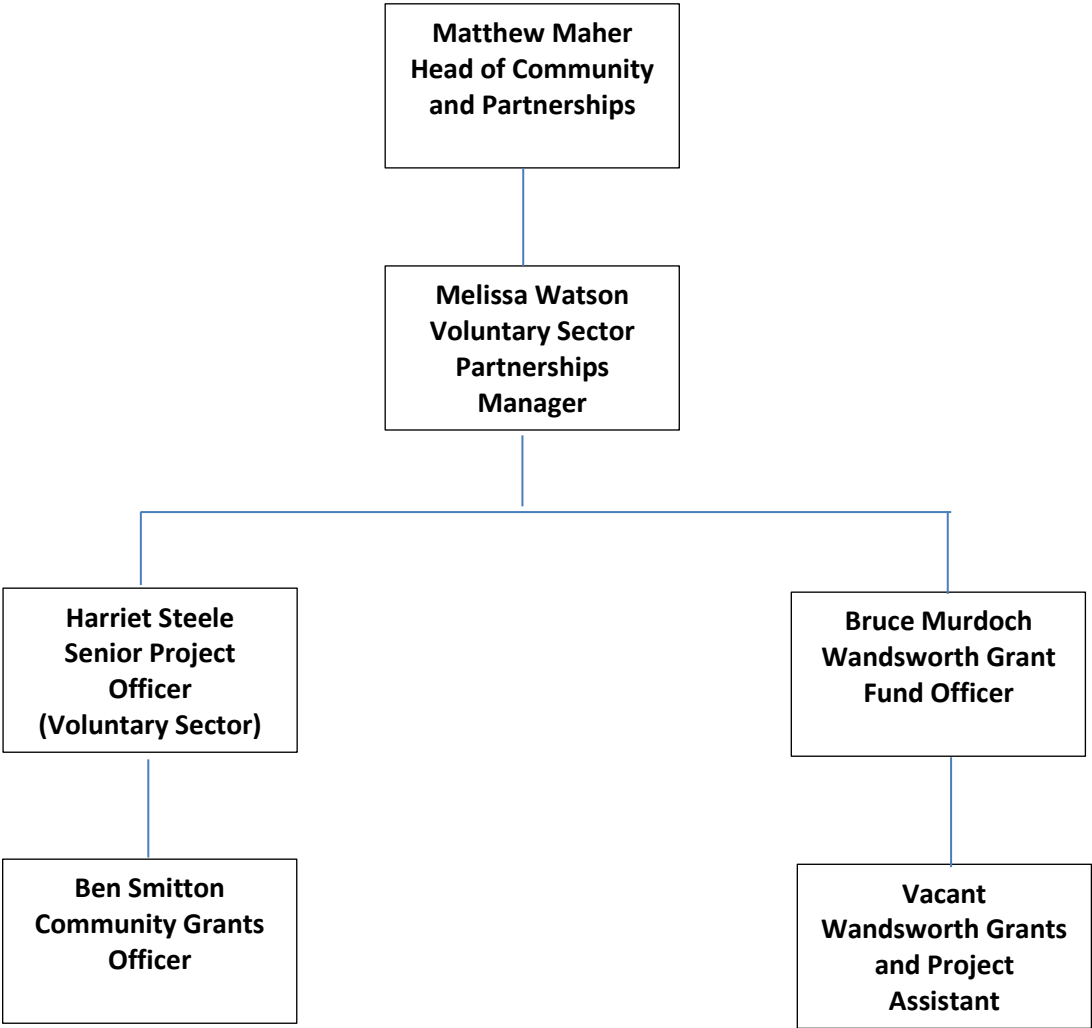
effectively to residents, supporting ward Councillors to engage local people, consultation with residents and customers as well as supporting our colleagues and partners with embedding best practice in community engagement. Our Team's role is to help bring our stakeholders closer to the services and responsibilities of the Council and facilitate worthwhile engagement opportunities that are fair, accessible and transparent.

About You:

You will have previous experience of grant assessment or bid writing with an in-depth understanding of the charity sector including governance and charity financing 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

Job Title: Wandsworth Grants and Project Assistant	Grade: SO1
Section: Community and Partnerships: Voluntary Sector Partnerships	Directorate: Chief Executive
Responsible to: Grant Fund Development Officer	Responsible for: None
Post Number/s:	Last Review Date:

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.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge 1	
1) 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.	A & I
Experience 2	
2) Experience and understanding of grant-making processes or bid-writing	A
Skills	

3) 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
4) Competence in the use of Microsoft Word, Excel	T
5) Ability to organise own workload, prioritise work tasks to meet deadlines and respond flexibly to frequently changing needs and priorities.	I
6) Ability to develop, maintain and review a range of different record keeping systems, including information technology systems.	I
7) Ability to collect, collate, summarise and analyse information, including statistical information for management reporting	T
8) Ability to work constructively as part of a team.	I
9) Ability to demonstrate how diversity and equal opportunities may be responded to and promoted	I
10) Ability to demonstrate an understanding of customer care in relation to the post.	I
11) Ability to produce clear concise and accurate notes and briefings.	I
Qualifications	

VALUES AND BEHAVIOUR

Values and Behaviours	Recruitment and Selection	
<ul style="list-style-type: none"> When someone contacts me from outside my team I always help 	E	Interview (I)
<ul style="list-style-type: none"> I treat customers in the way they would want to be treated 	E	Interview (I)
<ul style="list-style-type: none"> 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