

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Funding Officer |
| HBC Grade: | **HBC7** |
| Service: | **Environment and Regeneration** |
| Division: | **Economy, Enterprise and Property** |

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| **Main Purpose of the Role** |
| The post will be responsible for promoting and developing Programmes Office programmes and projects in Halton; for leading on the development of medium-large scale funding bids; and the research and promotion of new funding sources. |

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| **Key Duties** | |
| **1** | To lead on the development of medium-large scale projects by the Council and its partners including advising and working with project applicants on a one to one basis in accordance with the Council and local partners. |
| **2** | To lead on the research and promotion of external funding sources to key target audiences in line with HBC’s Strategic Priorities. |
| **3** | To develop and maintain knowledge of the major sources of economic and social regeneration funding appropriate for projects in the public, private and third sector. |
| **4** | To lead on raising awareness of external funding opportunities via targeted seminars, training events and workshops for potential applicants. |
| **5** | To undertake an annual skills audit in order to identify any additional funding training and support needs for Council departments. |
| **6** | To work with applicants to produce the supporting documents required to support individual project applications and projects identified as strategic priorities by the Council and its partners. |
| **7** | To deputise for the Senior Funding Officer as required. |
| **8** | To represent the Council at key local regional and sub-regional funding forums. |
| **9** | To lead on the production of promotional materials for the service, including Annual Funding Plans and Reviews. |
| **10** | To effectively and proactively implement the Council’s Equal Opportunities Policy. |
| **11** | To effectively and proactively implement the Council’s Health and Safety policy |
| **12** | To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |
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The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| Educated to degree level or equivalent. |  | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Experience of the issues relevant to the post gained in a local authority or an organisation of comparable complexity. | Knowledge of funding criteria relating to national and Govt, public, private and third sector funding programmes | Good written and oral communication skills, including the ability to make effective presentations and to prepare written reports. | Application / Interview /Assessment |
| A record of achievement in your career. |  | Ability to interpret, manipulate and present numerical data. | Application / Interview /Assessment |
| Experience of successfully contributing to a team to achieve its objectives. |  | Effectively work as part of a team. | Application / Interview /Assessment |
| Experience of assisting in programme development and programme management. |  | Self-motivated with ability to organise own work effectively with minimum supervision. | Application / Interview /Assessment |
| **DESIRABLE** | Experience in the preparation and development of funding bids. | Knowledge of local government including an understanding of the demands of the democratic process. | Ability to represent the Council effectively at meetings with outside bodies and agencies. | Application / Interview /Assessment |
|  | Knowledge of economic and social regeneration policy | Good interpersonal skills with ability to form effective networks. | Application / Interview /Assessment |

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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
|  |  | Interview / Assessment / Documentation |
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|  |  | Interview / Assessment / Documentation |

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This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.