



**Newquay**Council

CorporateService

**RECRUITMENT PACK**

**VACANCY INFORMATION & BENEFITS**

<b>Post Reference:</b>	<b>GRA01</b>
<b>Post Title:</b>	<b>Grants Officer</b>
<b>GRADE:</b>	<b>6</b> – (SCP 20-23/£30,296 - £32,076) pro-rata [Starting on SCP 20]
<b>TYPE:</b>	20 Hours per week (Part-time)
<b>Contract Type:</b>	Permanent
<b>Annual Leave:</b>	25 days (in addition to bank and public holidays) pro-rata rising to 28 days (in addition to bank and public holidays) after 5 years of continuous service
<b>Proposed Work Pattern:</b>	Actual working pattern is negotiable and we are open to discussing this. We envisage a work pattern across Monday – Friday with very occasional evening working for meetings or service needs.
<b>Pension:</b>	Auto-enrolled into NEST pension scheme
<b>Other Benefits:</b>	<ul style="list-style-type: none"> <li>⇒ Staff parking (subject to availability)</li> <li>⇒ Cycle to work scheme</li> <li>⇒ Techscheme</li> <li>⇒ Specsavers Eye Care Scheme (eye tests and discounts)</li> </ul>
<b>Other information:</b>	<ul style="list-style-type: none"> <li>⇒ The Council requires that the post holder discloses any other employment to ensure there are no conflicts of interest and to comply with the working time directive.</li> <li>⇒ Where evening or weekend working is undertaken time off in lieu would be paid at the standard hourly rate. Attendance at some daytime and evening committee and Full Council meetings may be required, alongside ad-hoc attendance at other committee meetings whenever presenting reports and proposals. However, this is likely to be very limited, with plenty of notice in advance.</li> <li>⇒ This role sits within the Corporate Service, within the Finance Function. The team work together to ensure the smooth running of the Council and as such post holders can sometimes be asked to help with other services to support any periods of short-staff or resource requests. This could include assisting with a community event or road closures.</li> </ul>

## JOB DESCRIPTION

<b>Post Reference:</b>	<b>GRA01</b>
<b>Post title:</b>	<b>Grants Officer</b>
<b>Service:</b>	<b>Corporate</b>
<b>Responsible to:</b>	<b>Chief Financial Officer (RFO)</b>
<b>Responsible for:</b>	<b>Directly:</b> N/A <b>In-directly:</b> All contractors and ad-hoc support staff in relation to relevant activities including HR related works and services.
<b>Job purpose</b>	
<p>The primary objective of the Grants Officer position is to identify and secure funding opportunities for a range of projects and activities that align with the Town Council's strategic objectives. This role is responsible for managing the end-to-end grants process, from researching and applying for funding to ensuring compliance with grant requirements and reporting on the impact of funded projects.</p>	
<b>Main duties / responsibilities</b>	
<ol style="list-style-type: none"><li><b>1. Research funding opportunities:</b> Proactively research and identify potential funding sources, including government grants, trusts, foundations, and corporate sponsorships that align with the Town Council's projects and initiatives.</li><li><b>2. Develop funding strategies:</b> Create targeted funding strategies for specific projects, considering the Council's priorities, timelines, and resource requirements.</li><li><b>3. Prepare grant applications:</b> Write compelling grant proposals, ensuring they meet the funding criteria and effectively communicate the Council's objectives and expected outcomes.</li><li><b>4. Liaise with internal stakeholders:</b> Collaborate with various departments within the Council to gather information, align funding opportunities with project needs, and ensure the smooth implementation of funded initiatives.</li><li><b>5. Manage grant compliance:</b> Oversee the compliance aspects of secured grants, ensuring that funds are used as intended, and all reporting requirements are met in a timely manner.</li><li><b>6. Monitor and report on grant performance:</b> Track the progress and impact of funded projects, providing regular updates to senior management and Council committees. Prepare comprehensive reports for funding bodies, highlighting the achievements and outcomes of the initiatives.</li><li><b>7. Build relationships with funding bodies:</b> Develop and maintain positive relationships with key funding organisations, attending relevant events and conferences to network and stay informed about upcoming funding opportunities.</li><li><b>8. Provide guidance on funding matters:</b> Offer expert advice to Council staff and elected members on grant-related issues, ensuring compliance with funding guidelines and best practices.</li></ol>	

- 9.** Maintain funding database: Manage a centralised database of funding opportunities, application deadlines, and reporting requirements to ensure efficient tracking and follow-up.
- 10.** Continuous improvement: Stay updated on best practices in grants management and propose improvements to the Council's funding processes to maximise the success of grant applications and the impact of funded projects.
- 11.** Support and manage the Town Council's own grant policy, issuing of grants and assessment of applications, including recommending awards to management/committee, and managing the correspondence and communication with applicants.
- 12.** To adhere at all times to the policies and instructions of the Council.
- 13.** To undertake any other duties required by the Town Council consistent with the level and scope of the post, with the above duties being examples of what is expected.

### **Key relationships**

The post holder may have contact with the general public as well as internal colleagues, including the Chief Executive, Senior Managers, other Service Managers and councillors.

This job description is based on current duties and is subject to regular review as part of appraisal or as and when it is deemed necessary in consultation with the post holder.

## PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet the following essential criteria.

Code	Qualifications	Essential or Desirable	Identified by
Q1	A relevant degree-level qualification in a field such as public administration, business administration, finance, or a related discipline.	Essential	Certificates/ application form
Q2	Professional certification in grants management or a related field.	Desirable	
Code	Experience, skills and knowledge	Essential or Desirable	Identified by
E1	Professional Experience in Grants Management or Fundraising (2-3 years of directly relevant experience).	Essential	Application form, pre-interview assessments and interview
E2	Experience in Project Management (2-3 years).	Essential	
E3	Experience in Relationship Building and Stakeholder Engagement (2-3 years).	Essential	
E4	Experience in Research and Analysis (2-3 years).	Essential	
E5	Knowledge of relevant regulations and compliance requirements for grant funding.	Essential	
E6	Previous experience working in local government or the public sector.	Desirable	
E7	Knowledge of the local community and understanding of the Town Council's strategic priorities.	Desirable	
E8	Experience using data visualisation tools to present project outcomes and impact.	Desirable	
E9	Volunteer or community engagement experience related to fundraising or grants.	Desirable	
E10	Excellent written and verbal communication skills, including the ability to write compelling grant proposals.	Essential	
E11	Proficiency in Microsoft Office applications and grants management software.	Essential	
Code	Personal qualities	Essential or Desirable	Identified by
P1	Excellent organisational and time management skills with the ability to manage multiple projects simultaneously.	Essential	Application form, pre-interview assessments and interview
P2	Strong analytical and problem-solving capabilities.	Essential	
P3	Ability to work independently and as part of a team.	Essential	
P4	Adaptability and flexibility to changing priorities and deadlines.	Essential	
P5	High level of attention to detail and accuracy.	Essential	
P6	Commitment to continuous learning and professional development.	Essential	
P7	Possess the right to work in the UK.	Essential	
P8	Positive 'can do' attitude and able to use own initiative to react to situations and deliver a quality service at all times, including liaising with wider	Essential	

	teams and managers to deliver a consistent service that meets the needs of each service.		
<b>Code</b>	<b>Additional information</b>	<b>Essential or Desirable</b>	<b>Identified by</b>
A1	There is a No Smoking Policy on all Council sites and within all Council vehicles.	Essential	Certificates, application form, interview
A2	Your normal place of work will be the Municipal Offices, Marcus Hill. However, you may be required to attend or work from other sites owned or controlled by the Town Council.	Essential	
A3	Full, clean driving licence.	Desirable	
A4	You may be called upon to assist with events or road closure management (approx. 5 x per year). This could involve transporting, putting out and supervising signs and cones as well as marshalling. Full training will be given, and this would be a rare occurrence if we have staff shortages.	Desirable	
A5	During the summer there is a significant influx of visitors, which means roads in and around Newquay become extremely congested. Where the post holder resides is therefore something the Council will need to consider to ensure the postholder can effectively manage their time or attend evening meetings.	Desirable	
<b>Physical Demands</b>	<p>The post holder will have to spend long hours at computer screens, which could cause eye strain.</p> <p>The post holder may also need to assist in the erection of signs, cones, and structures in relation to Town Council events.</p>		
<b>Environmental Conditions</b>	<p>The office is usually very busy and at times quite noisy with significant interruption through requests of residents, clients, staff, members and/or contractors. The post holder will need excellent organisational and time and stress management skills to complete the required tasks within this work setting.</p>		
<b>Sensory Demands</b>	<p>Sensory demands include constant interruption by managers, staff, members and sometimes the public through covering the office when others are ill (general queries, calls and emails/messages). Also, within meetings the postholder will be an officer and therefore will be open to some degree of member scrutiny.</p>		
<b>Mental Demands</b>	<p>The post holder will have to manage several requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.</p>		

**DOCUMENT VERSION:**

April 2024