

JOB DESCRIPTION

JOB TITLE:	Grants Officer
PLACE OF WORK:	Town Council Office
SPINE POINT:	SCP Range 11 - 14 (£25,979 - £27,334 p.a.) £11,234 - £11,820 p.a. pro rata
HOURS OF WORK:	Part time - 16 hours a week
ALLOWANCES:	Casual car user allowance
REPORTS TO:	Corporate Services Manager
MANAGEMENT RESPONSIBILITIES:	See attached organisation chart.

A Main Purpose of the Job

To source and facilitate successful funding and grant applications for the provision of Council services and projects to deliver the Strategic objectives of the Council.

B Summary of Responsibilities and Duties of the Job

1. Responsible for the administration of grants and funding applications on behalf of the Council to support the delivery of the Council's Strategic Objectives and policy.
2. Responsible for seeking to identify grant and/or funding opportunities for the Council.
3. Liaising with Principal Authorities to secure funding from whatever means including Section 106 funds/CIL funds, devolved function funds and service delivery funds as well as partnering on grant applications.
4. Attendance at meetings regarding grants/funding as and when requested by the Corporate Services Manager.
5. To support the development of relationships with grant and/or funding providers.
6. Any other grant and/or funding activities as instructed by the Corporate Services Manager.

Note : This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Town Council in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and responsibilities associated with the post.

The Town Council has the right to vary the duties after consultation.

C Other information

External and Internal Contacts

Councillors, customers, contractors, suppliers, members of staff and partner agencies.
Face to face, telephone, written and electronic communication.

Working Environment

Mainly office based but some home working will be considered.
The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings
All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

Hailsham Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

Performance Management

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.

GRANTS OFFICER
PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Educational Qualifications	<p>Educated to at least A level or equivalent including professional qualifications where appropriate.</p> <p>Commitment to further professional development where required.</p>	5 GCSE's grade C or above (including English and Maths) or equivalent NVQ or relevant experience.
Communication Skills	<p>Excellent written and oral communication skills.</p> <p>Ability to communicate information to a wide range of audiences.</p>	Experience of PR and handling media enquiries.
Knowledge and Experience	<p>Proven experience in funding applications / grant writing.</p> <p>Experience of working in partnership with a diverse range of people, community groups, public sector organisations and business.</p> <p>Independent decision making.</p> <p>Practical problem solving.</p> <p>Budget management.</p>	Previous experience in local government.
Skills	<p>Ability to work unsupervised, or with minimum supervision, organise own workload effectively, prioritising tasks and making informed decisions to deliver results.</p> <p>An ability to work under pressure with changing priorities and timescales.</p>	
Information Technology	IT literate with experience and practical ICT skills including in Microsoft Office packages and spreadsheets, social media and the internet.	
Other	<p>Prepared to work out of office hours in order to attend Council meetings and events etc.</p> <p>Forward thinking and proactive.</p>	