

This post is part-funded by the European Social Fund (ESF) and Education, and Skills Funding Agency as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. 100% of time will be spent on ESF activity.

### JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

<b>JOB TITLE:</b>	<b>External Funding &amp; Community Grants Manager</b>		
<b>GRADE:</b> <b>JOB CODE:</b>	G9 EEC26EXTEG9	<b>SERVICE AREA:</b>	Programme Management Resource and Transformation
<b>REPORTS TO:</b>	Programme Management Team Leader	<b>LOCATION:</b>	Civic Centre
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>• Evening working will / may be required to fit in with customers' needs</li> <li>• Casual car allowance is payable</li> <li>• Some home working will be allowed in line with Council procedures</li> <li>• If required in the execution of your role, you may be required to travel abroad in the development of relationships and bids for funding, e.g. European.</li> <li>• This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</li> </ul>		

#### 1. Main purpose of the job role:

- To take responsibility for the Black Country wide EU funded Community Grants programme, including active delivery of all required services and accountability for its £1.5million budget.
- To take responsibility for the drafting and delivery of an effective Community Grants / External Funding Action Plan, which sets out where we to apply our efforts to maximum effect.
- To be the councils technical expert on Third Sector / Community Grants funding available nationally, so that these can sources can be accessed and applied in Walsall to maximum effect.
- To take responsibility for organizing and delivering Community Grants workshops and funding briefings for the community and voluntary sector.
- To take responsibility for the delivery of funding advice to local Walsall businesses looking for access to finance opportunities.
- To take responsibility for briefing key officer's throughout the Black Country in relation to external funding streams and opportunities, which maximise their participation.
- Take responsibility for drafting (together with others as required) high quality submissions for funding that supports the Economic Development Priorities for the Black Country.
- To form productive partnerships/relationships as required in support of both the creation and the delivery of key project submissions.

- To ensure that wherever possible that external grants processes and procedures and any delegated responsibilities are complied with and that all parties understand their responsibilities for each application they are responsible for.
1. To design, develop and lead on the management of a £1.5million Black Country Community Grants Programme including;
    - Development of grant application forms, assessment and decision making criteria.
    - Publicising funding opportunities and leading on briefing events and training opportunities.
    - Design and process of grant monitoring and evaluation paperwork, standard report formats and financial claims processes.
    - Monthly financial claims to the Managing Authority (Currently the SFA).
    - Establishing and reporting into grant panels and steering groups
    - Monitor, review and evaluate performance and delivery of grant recipients and report on performance
    - Liaise with partners including the Skills Funding Agency, contract delivery partners, ESF grant applicants, regional networks, including ESF or appropriate bodies.
    - Ensure ESF / Skills Funding Agency contract compliance, meeting appropriate budgetary, data collection, performance and claim criteria and deadlines.
  2. To understand the planned aims and objectives of the Black Country together with the needs of its economy and to assist with designing and setting out and maintaining an External Funding Action Plan, which;
    - Sets out clear priorities and needs
    - Matches these with available local, national and European funding streams
    - Analyses the options, requirements (match, outcomes etc) and likely hood of success - Focuses our activity against the likely winners
    - Sets out who is required to achieve success
  3. To develop/possess the required expertise in relation to appropriate key external finding streams, to include;
    - A detailed understanding of each funding stream and its eligibility requirements
    - Understanding of the fit against our priorities, highlighting those we need to access
    - The application processes and its requirements etc
    - Expertise required to access the funding and place us amongst the front runners
    - The ability to co-ordinate complex applications that require a partnership approach to bidding
  4. To take responsibility for the delivery of community based workshops that guide and inform local applicants in the development of their capacity to apply for and successfully gain approval for Community Grants funding.
  5. To lead/take responsibility for the development of submissions and to draw on those required, forming/drafting both bids and delivery partnerships as required, placing us in the best position to succeed.
  6. To take responsibility for providing funding advice and guidance to Walsall Companies looking to secure funding for growth (access to finance etc).
  7. To lead on/take responsibility for the drafting of well written and constructed bids for funding, which are as strong and as robust as possible.
  8. Where required to support others in the submission of strong and well-constructed bids for funding, and as required reporting on progress etc.

9. The post is not restricted to external funding, and the post holder will be required to draft and submit internal applications for support in line with agreed processes.
10. To support the lead officer in relation to the management and co-ordination of the councils External Grant/Funding arrangements and procedures, helping to ensure that we are in full compliance at all times. This will include;
  - Full compliance with Council procedures and financial regulations etc.
  - Full compliance with the External Grants Manual and associated procedures
  - To update the Grants and Grants Application register for the Directorate
    - Working with Directorate Support, to comply with Corporate/Directorate Grant rules and requirements etc.
  - Joint working with finance officers to ensure we are meeting these requirements as required
11. Where appropriate to take responsibility for delegated projects and programmes ensuring that they are delivered in accordance with their approvals, requirements and delivered their agreed outcomes etc.
12. If required to take appropriate remedial to achieve agreed outcomes/outputs, or alternate project/initiatives are formed to utilise the available resources.
13. To actively support/take on duties as requested in support of the Councils remodeling of service delivery.
14. To ensure that you are actively identifying possible (Think Walsall / Sandwell / Wolverhampton and Dudley) local purchasing, training or employment opportunities and progressing these where appropriate, or passing appropriate officers and checking on progress etc.
15. To take responsibility for the drafting and circulation of regular briefing notes and newsletters that aid with the raising of awareness amongst all Black Country councils and key partners.
16. To take on responsibility for the delivery of additional duties as reasonably requested by your line management, commensurate with your grade.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

<b>JOB TITLE: External Funding &amp; Community Grants Manager</b>		<b>GRADE: G9</b>
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Excellent presentation and written communication skills, for a wide variety of audiences	A/I/T	3
Effective negotiation skills	A/I	3
Excellent Interpretation skills	I	3
Excellent ICT skills and abilities	I	2
Excellent time management skills and abilities	A/I	3
Excellent bid drafting ability	A/I	3
The ability to form and maintain effective relationships with a variety of people, bodies and community groups, drawing these together into effective partnerships if required.	A/I	3
Ability to develop and implement an effective external bidding programme, that targets appropriate funding opportunities etc.	A/I	3
Ability to work to tight and often conflicting deadlines	A/I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Excellent knowledge of External Funding Application methods and techniques	A/I	3
Excellent knowledge of funding sources and bidding avenues within the world of Community and Economic Development.	A/I	3

A fully detailed knowledge and understanding of Funding streams that can support Economic Development / Regeneration etc.			<b>A/I</b>	3
Excellent knowledge of EU (ESF /ERDF etc.) funding streams, legislation and accounting and record keeping requirements.			<b>A/I</b>	3
Clear understanding of the roles and responsibilities of the key agencies in support of delivering effective Marketing			<b>A/I</b>	2
Detailed understanding of how to market effectively across a range of mediums to a range of audiences			<b>A/I</b>	2
Experience of developing, delivering and submitting high quality funding applications etc.			<b>A/I</b>	3
Track record in the development and delivery of successful bids for funding			<b>A/I</b>	3
Experience of operating within and understanding the Political environment, managing relationships with key members at all levels.			<b>A/I</b>	3
Experience of developing, delivering and managing successful relationships with a wide range of public and private sector partners in the development of joint bidding etc.			<b>A/I</b>	3
Evidence of continuous professional development (where applicable)				
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.				
Educated to degree level or possessing equivalent experience within the appropriate sector			<b>A</b>	
Member of an appropriate institution / body			<b>A</b>	
<b>Other Essential Requirements</b>				
An awareness of, and commitment to, equality of opportunity			<b>I</b>	
Awareness of, and commitment to, confidentiality and handling data			<b>I</b>	
NOTE: The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.			<b>I</b>	3
<b>Prepared by:</b>	M Lavender (originally) C Wills	<b>Date:</b>	4.10.16 20.7.21	