


GLPC Job Description

	Job Title	Community Grants Officer
	Directorate	Service Reform and Strategy
	Department	Commissioning Capacity Building & Engagement
	Grade	PO1
	Reports to	Community and Social Infrastructure Lead
	Staffing Responsibility	None

Job Purpose:

- To support the Community and Social Infrastructure Lead to manage a comprehensive programme of small, statutory and large grants programmes (including LWYL, NCIL, EDI and Edward Harvist Trust Fund).
- To promote and encourage residents to access the Council's Grants programmes and provide monitoring and administrative support that ensures local projects are delivered.
- To coordinate relationships across the council including local Councillors. The post holder will manage grant contracts worth at least £9M. The post holder will report on grants activity and ensure that robust systems are in place for monitoring activity, reviewing all programmes of work.

Principal Accountabilities and Responsibilities:

1. Make a positive contribution to the delivery of the service, this will include working flexibly and positively to achieve the objectives of the Council.
2. Ensure that the Council's overall vision, values and ethos are central to the requirements of the service.
3. Support effective working relationships and act as an ambassador and advocate with external organisations.
4. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards.

5. To assist the Community and Social Infrastructure Lead in supporting voluntary sector organisations to access funding, providing development sessions, briefing notes and regular website updating.
6. Effective delivery and monitoring of all grants including NCIL and other grants administered by the team using the grants portal to ensure expenditure is evidenced and outcomes are met
7. To assess, manage and evaluate grants in line with the Council's strategic priorities.
8. To provide advice and guidance to residents, community groups and other organisations seeking funding. This will include providing information about the bidding/allocation processes and signposting voluntary and community organisations to other sources of support, when relevant, on a range of grants including external funding sources.
9. To lead or support with the coordination of community engagement and consultation for the Council's Grants programmes. To respond to queries as required from the Community Engagement and Social Infrastructure Manager, and Community and Social Infrastructure Lead and members enquiries.
10. To lead or support with the coordination of community engagement and consultation for the Council's Grants programmes.
11. To work effectively with colleagues across the Council, as well as relevant external providers and partners to deliver the Council's Grants programme.
12. To provide advice across the Council to services who may wish to offer grant programmes.
13. Maintain accurate records of grants engagement initiatives and track applications that have been submitted. Monitor the performance of all distributed grants/contracts.
14. To effectively project manage agreed projects up to £500K ensuring that regular updates are received on the progress of projects and any associated risks.
15. Manage the funding mail boxes and grant portal messages, ensuring prompt responses are delivered in partnership with Community and Social Infrastructure team colleagues.
16. Undertake work internally and with partner agencies to increase the income streams for the voluntary and community sector.
17. Keep up to date with changes to national legislation and guidance about the administration of the grants process.
18. To analyse information and insight from community, residents (including service users and business channels) to identify the needs and aspirations of local people.
19. To effectively manage grants using the grants portal.

20. To attend council committees, public meetings, partnership, cross-agency meetings and community forums as required to present information on and respond to grant matters.
21. To provide information to support or to prepare reports for scrutiny and Cabinet as required.
22. Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
23. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
24. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.

DBS Status	Basic DBS required
Politically Restricted <i>(delete as appropriate)</i>	Yes

Person Specification

All Criteria is Essential	<i>To be identified by: Application Form(A) Test/assessment (T) Interview (I) (Please indicate all that apply)</i>
Qualifications and Professional Membership requirements:	

<p>Knowledge (please specify all essential criteria):</p> <ol style="list-style-type: none"> 1. Evidence of relevant Continuing Professional Development (CPD) 2. Extensive knowledge of current issues affecting local government and the voluntary and community sector including governance, legal and statutory requirements. 3. Extensive knowledge of range of local and national grants, as well as knowledge of the grants process. 4. Extensive knowledge of local government decision-making, service planning, consultation and budget preparation. 5. Strong understanding of the principles of grants and community engagement including specific service grants. 6. In-depth knowledge of governance and risk frameworks and their use in the public sector. 7. Knowledge of Third Sector Funding streams. 8. Good knowledge and understanding of standard IT software packages, including Microsoft Office and MS Teams. 	<p>A</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, T, I</p>
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Experience (please specify all essential criteria):	
9. Considerable experience of working in a large public sector organisation.	A, I
10. Experience of working in a politically sensitive environment and with elected Members.	A, I
11. Understanding and experience of multi-agency working with and supporting the volunteering and community sector.	A, I
12. Experience of working alongside the voluntary sector in a grant contract or assessment role.	A, I
13. A proven record of accomplishment of developing and implementing successful internal and external projects and delivering outcomes through collaboration and working through others including partner agencies.	A, T, I
14. Experience of working with a range of diverse stakeholders.	A, I
15. Experience of providing business and administrative support in a busy environment.	A, I

Skills and abilities	
16. Effective team working, performance and budgets, with the ability to act on own initiative and take responsibility for decisions to achieve results.	A, T, I
17. Excellent influencing, advocacy and communication skills with the ability to persuade, influence negotiate and work effectively with a range of audiences and stakeholders.	A, T, I
18. Highly motivated and a self-starter with flexibility to adapt to changing service and user needs, which may include the need to work evenings and weekends as required.	A, I
19. Ability to develop practical, creative and innovative solutions to deliver objectives and contribute to the long-term development of the service area.	A, T, I
20. Political sensitivity and the ability to form productive, professional working relationships with members, managers, staff at all levels and the public.	A, I
21. Highly developed oral and written skills with the ability to prepare high quality, effective reports and the ability to present these to a variety of audiences including Members.	A, T, I

22. Ability to identify and manage confidential and sensitive information and to operate with professionalism and integrity.	A, I
23. Ability to develop and implement project management techniques coupled with excellent organisational and planning skills.	A, I
24. Ability to establish, monitor and control operational budgets.	A, I
25. Ability to manage time and prioritise work effectively, to achieve objectives and deliver outcomes focusing on the relevant key drivers for change.	A, T, I
26. Ability to manage a complex workload including competing priorities, achieve targets and respond quickly and flexibly to changing needs and demands.	A, I
27. Ability to deal with difficult situations with a focus on achieving positive outcomes.	A, T, I
28. IT skills (Microsoft Word, Excel and PowerPoint) and other bespoke portals.	A, I