



JOB TITLE:	Funding and Development Officer
DEPARTMENT:	Economy and Community
POST NUMBER:	1100
GRADE:	4, 0.8FTE (28 hours)
ACCOUNTABLE TO:	Town Centre and Communities Manager
LOCATION:	Hybrid working – 50% at Winchester City Council Offices 50% home (100% office-based for at least the first three weeks of employment)

POST OBJECTIVE

As part of the Communities team, undertake all necessary tasks relating to the administration, implementation and promotion of the council's grant giving schemes, in line with the corporate priorities. Close working with the voluntary sector and members in order to increase resilience within the sector and reduce reliance on the council's grant giving programmes.

Main Accountabilities

- Provide an outcomes focused programme to organisations in order for the council to demonstrate how the council's funding correlates to the outcomes provided
- Increase visibility and communication with regards to the grants awarded during the year and the local organisations who make a big impact on the lives of our residents
- Where appropriate, work in conjunction with support services in order to assist reduce reliance on Council funding
- Ensure that the Council's funding is accessible, equitable and transparently available in line with the Council's priorities and line with the council's Equality, Diversity and Inclusion principles
- Be entrepreneurial in our approach to funding organisations, finding interactive ways for organisations to assist themselves
- Work with colleagues from across the Council to deliver integrated, customer-focused services which uphold the principles of the Customer Service Excellence Standard.

SPECIFIC TASKS:

1. Lead on and coordinate the management of the community grant programmes annually, within the approved spending programme authorised by cabinet.
2. Coordinate and assess applications according to criteria created by the Funding Officer to address local issues and support/extend the Council's service provision.
3. Provide a relationship and management role with organisations in terms of overseeing progress and capturing outcomes with regards to the outcomes funded programmes.
4. Work with the Town Forum to provide support in order to administer the grants which fall within the town area.
5. Create and maintain funding criteria in line with the Councils priorities and assessment models in order to highlight transparency, ensuring accessibility and equity of the grants available.
6. Promote funding opportunities with members, parish councils, community groups, businesses (where appropriate) and other organisations in order to improve their knowledge and understanding of the funding available.
7. Increase engagement with the grant programme by providing a suite of funds which are interactive (small grant panels) and require the organisations to be more proactive and where appropriate contribute financially to their project.
8. Provide an outcome focused programme (strategic and priority outcomes fund) to organisations in order for the council to demonstrate how are funding correlates to the outcomes provided.
9. Monitor the approved funded projects/organisations releasing funding when appropriate, ensuring the appropriate funding agreements are in place, managing the budget and spending profiles in conjunction with the finance team.
10. Capture the outcomes of the grant giving by ensuring that applicants provide the council with a comprehensive end of grant form which encapsulates expenditure and the outcomes achieved by the grant.

11. Provide an annual impact report with regards to the impact of the councils grant giving.
12. Increase visibility and communication with regards to the grants awarded during the year and the local organisations who make a big impact on the lives of our residents.
13. Work with colleagues and external agencies in order to increase the sustainability and resilience of voluntary organisations.
14. Upload grant awards to the grant website in order to adhere with transparency standards with regards to the councils grant giving.
15. Deliver any other grant management related task for the Communities Manager, Head of Service and Corporate Head of Engagement as and when required.

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed.....

Dated.....



PERSON SPECIFICATION

JOB TITLE

**Funding & Development
Officer**

POST NUMBER: 1100

DEPARTMENT:

Economy & Community

DATE:

April 2025

Requirements		Weighting	Assessment Method
Skills	To present information and arguments to support a particular stance.	3	I
	Able to present and explain information to a range of audiences.	3	I
	Ability to communicate diplomatically and clearly to a range of personnel including internally, externally and members.	3	I
	Strong knowledge of IT systems required to support the role.	2	A/I
Experience	Experience of engaging with or supporting public organisations, community bodies, local authorities and other public stakeholders including making applications for funding.	2	A/I
Personal Qualities	To be able to manage own workload, prioritise and determine how to undertake a specific project/task.	2	I
	Organised and methodical with good numerical skills. Able to manage programmes and adhere to timescales.	3	A/I
	Able to communicate and work with others within the team and within the Council.	3	I
	Outgoing, flexible & confident, positive outlook.	3	I
	Credibility with colleagues, Members, parish councils, other external groups.	3	A/I

Specific Job Requirements	Able to undertake site visits, attend meetings outside the office, work flexibly. Able to meet the travel requirements of the role	3	A/I
	Ability to attend meetings outside of core working hours	3	A/I
Qualifications	GCSE Maths and English or equivalent	3	A/Q

Weighting

3 – Essential for the successful performance of the job
 2 – Desirable but can be achieved through on the job training or experience
 1 – Useful but not essential for successful performance of the job

Assessment

Application Form
 References

A
 R

Interview
 Presentation

I
 P

Tests
 Evidence of Qualifications

T
 Q