

**ROLE DESCRIPTION**

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| **JOB TITLE** | **POST NUMBER** |
| **CLIF Grant Funding Coordinator (part time)** | **J1020** |
| **DIRECTORATE** | **LOCATION** |
| Planning Policy, Economy and Climate Change | Hybrid Working (mix of home working and office working at office based in Hailsham, East Sussex) |
| **GRADE** | **OTHER ALLOWANCES** |
| WDC5 | Casual car user |
| **KEY WORKING RELATIONSHIPS** | **INTERNAL/EXTERNAL** |
| **Who will I be working with?** | **Internal**   1. Head of Planning Policy, Economy and Climate Change 2. Other Heads of Service 3. Directors 4. Members 5. Contacts throughout the Council across service areas and teams, including staff and members   **External**   1. Town and Parish Councils 2. Other local authorities 3. Consultants 4. External partners 5. Voluntary sector and other partner organisations 6. General Public |
| **How will I be interacting with others?**  **This covers JE Criteria G (Relationships)** | Regular interaction through emails, TEAMS or face to face meetings.  Attendance at external and internal meetings, engagement and consultation with key external stakeholders and partners on projects.  Attendance at committee meetings as appropriate.  Attendance at Community Led Infrastructure Fund (CLIF) Working Group Meetings  Attendance at Conferences/ workshops  As Programme Coordinator, this post will coordinate implementation, promotion and monitoring the Council’s CLIF Programme.  To act as primary contact for CLIF.  Under the direction of the Head of Planning Policy, Economy and Climate Change provide professional and technical input on matters relating to the service and provide appropriate advice to the Council. |
| **STATUTORY RESPONSIBILITIES/LEVEL OF ACCOUNTABILITY** | |
| **What am I accountable for?** | The postholder will support delivering specific deliverables as identified through the service work-programming, in the delivery of the CLIF Programme as well as any other relevant funds identified by the Head of Planning Policy, Economy and Climate Change.  The postholder is accountable for the overall coordination of the CLIF Programme, ensuring programme compliance and proper budget monitoring. To include working directly with the Council’s legal and finance teams drawing up grant funding agreements, undertaking subsidy control checks and ensuring grant requirements are met. Whilst ensuring delivery against relevant performance objectives.  The postholder will monitor the spend of the Community Led Infrastructure Fund (CLIF) Programme Sports Infrastructure Fund, a current budget of £2 million over three years |
| **What are the consequences for me or the council?**  **This covers JE Criteria D (Accountability)** | Poor performance and decision making could lead to negative economic and social outcomes in the District.  There is a reputational and financial risk with poor decision making and/or performance. The Council may be liable for additional costs if contract compliance is not met and deadlines are missed and projects are not completed, particularly in relation to externally funded projects and programmes. There may also be legal implications.  The monitoring of Council funds through grant funding programmes is required to ensure compliance, value for money and quality service/ project delivery.  Poor financial management could lead to a potential overspend on Team budgets. |
| **DECISION MAKING AUTHORITY** (INDEPENDENCE) | |
| **What actions can I take independently?**  As agreed with the Head of Planning Policy, Economy and Climate Change, the postholder will be responsible for delivering the CLIF programme within agreed timescales and to agreed outcomes/targets. This will include taking day to day decisions independently to progress project delivery.  The postholder must be able to think and act strategically to help influence delivery at both an organisational level and with external partners, Town and Parish Councils and community organisations in support of the CLIF Programme. This includes an appreciation to the wider environment, the Council’s partners and stakeholders.  The postholder will coordinate officer grant funding recommendations and draft reports for approval and monitor budget spend, to support project delivery.  **When do I need to involve others?**  The postholder will have the autonomy to deliver their work programme as agreed with the Head of Planning Policy, Economy and Climate Change. Any decisions to be made outside of this would need to be referred to the Head of Planning Policy, Economy and Climate Change in the first instance.  By notifying relevant Senior Officers of a grant funding/ contract breach (in the absence of the Head of Planning Policy, Economy and Climate Change).  Approval of grant awards will be subject to either Head of Service or Director or Portfolio Holder sign off.  Reporting and monitoring of Council funded grant programmes. | |
| **JOB PURPOSE** (COMPLEXITY) | |
| **Why does this job exist?**  The role supports the key priorities for delivery of the service as set out within the Council Strategy, including but not limited to, the implementation of the Health and Wellbeing/Leisure Strategies, Climate Change Strategy and Action Plan, Economic Development Strategy and Cultural priorities of the Council, through the distribution of Council funds through relevant grant funding programmes - CLIF.  **How does it contribute to the Council overall?**  It supports the delivery of Council priorities as identified within the adopted Council Strategy. The role contributes to the Council by working partnership to support improvements and investment into local assets and infrastructure to help improve the quality and sustainability of local provision.  The role seeks to distribute funding investment into the district to improve community facilities and infrastructure.  The role coordinates allocating Council funding through a grants programme to community organisations/ Town and Parish Councils.  The team ensures that the council responds appropriately and contributes to the developing agendas for Economic Development, Culture, Climate Change, Communities and Leisure and Wellbeing. at local government level. | |

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| **ROLE RESPONSIBILITIES** |
| **What are the most important things I will be doing?**   * To be the Council’s main point of contact and coordinator in the delivery of the CLIF programme. This will involve promotion of the fund, dealing with all CLIF enquires, advising and providing support to local and other community partners in the development and submission of funding bids to the Community Led Infrastructure Fund (CLIF) programme. * Coordination of the CLIF officer working group which assesses and makes recommendations for funding awards. Support the working group through distributing applications, tracking progress of assessments and set milestones for reporting. * Working with the wider working group to write reports detailing grant recommendations, for approval by the Head of Service. * Liaison with internal teams such as Legal and Finance to manage the funding award and future monitoring processes. Liaise with Legal Services on the drafting of Grant Funding Agreements and undertaking Subsidy Control checks. * Liaison with the Business Support Officer to raise payments and track expenditure of funding awards. * Support the development, delivery and monitoring of agreed programmes and projects to time and on budget, ensuring the timely identification of risks and effective communication with delivery partners and relevant stakeholders. * Work with the Council’s Communications team to deliver a marketing campaign to promote the CLIF programme to local partners and community organisations. * Preparing reports and provide briefings, presentations and feedback to the Head of Service and, as directed, to the Corporate Management Team and elected members, and to other internal and external meetings. * Ensure monitoring and evaluation forms are completed, so data can be extracted as needed. * Publish the grant awards on the Councils website and lead on the promotion of successful awards via social media to promote the work delivered by project partners and stakeholders. * To provide effective project management to ensure successful project delivery including budget management, in conjunction with the Head of Planning Policy, Economy and Climate Change, to ensure proper financial and budgetary control. * Coordinate with the Legal Service on the delivery of Community Use Agreements to help protect and maintain community use of school facilities for local clubs and sport organisations when using public funds to improve facilities. * To support the Head of Planning Policy, Economy and Climate Change in developing and implementing effective risk management, monitoring and performance management for the service, as required. * To support the Head of Planning Policy, Economy and Climate Change in developing and implementing effective customer service standards including where appropriate, through the enhanced use of electronic communication, social media and website development for the service. |
| **What other activities will I be responsible for?**   * To proactively engage with internal and external partners to help understand how to support, promote and monitor the effectiveness of the CLIF Programme. * To promote the CLIF Programme through the development of the website, social media and new digital marketing, adopting the use of AI technology where appropriate. * Represent the council as appropriate at local meetings. Develop links and relationships with organisations and community groups to help deliver the service. * To undertake such other activities as may be decided by the Council or the Head of Service/ Corporate Director commensurate with the level of the post. * Horizon scanning- to keep abreast of emerging initiatives and the application of best practice to support the development, implementation and review of a range of strategies, policies and programmes. |
| **Will I be managing others?**  No but you will be coordinating a wider internal Officer working group whose role will be to assess and make recommendations for funding awards from the CLIF programme. |
| **Who do I report into?**  Head of Planning Policy, Economy and Climate Change |

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| **PROGRESSION & DEVELOPMENT** |
| **What are the development opportunities for me?**  The post holder with support from the line manager is responsible for their self-development on a continuous basis and as such will be expected to undergo suitable training / shadowing.   * Developing specialist knowledge to facilitate co-working with professional colleagues * Undertake training and constructively participate in meetings, workshops and conferences designed to improve communication and assist with the effective development of the post and post holder and wider organisation. * Participate in training and other learning activities and performance development as required * Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities. * Take personal responsibility for remaining aware of the relevant key issues. |
| **How will I know I am being successful in this role?**  The Council monitors through relevant Key Performance Indicators (KPIs). The progress against each of these KPI’s will in part be down to the success of the postholder and the wider working group (along with other wider contributing factors).  The Service monitors success through project delivery which are on time and within budget.  Building strong working relationships with external partners and stakeholders is key to his role and the development and delivery of successful projects. This includes attending regular meetings and reporting on project milestones.  Allocation of Council funds through agreed funding programmes.  Successful recognition of projects/ services through positive feedback or by gaining accreditation or awards. |
| **What is the required learning for me in this role?**  As part of your ongoing training programme, you will be required to undertake certain mandatory online learning modules and undertake refresher training. Including but not limited to:     * Corporate Induction * Cyber Security Modules * Equalities and Diversity in the Workplace * WDC Fire Safety * Health & Safety Fundamentals * Data Protection Essentials * Freedom of Information – A Guide For Local Authorities * Display Screen Equipment (DSE)   Informal and on the job learning to develop awareness and understanding of services supported.  There is also the option to undertake other learning through the council’s Learning Pool training as necessary |

This is an outline job description designed to summarise the key responsibilities of the role and is not intended to cover every task that may be required. It may be subject to change to meet the evolving needs of the organisation.

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| **Additional Role Requirements** | |
| Standards of Conduct | You will be required to comply with the Council’s Standing Orders and Standing Financial Instructions, and at all times deal honestly with the Council, Members, Colleagues and all those who have dealings with the Council, including customers and suppliers.  You must behave with integrity, act lawfully and demonstrate a strong commitment to ethical values.  To positively demonstrate the Wealden values yourself and to continue to build the culture of the Wealden values through the appointment, management, appraisal and development of staff (as well as third party providers). |
| Health & Safety/Risk Management | Wealden District Council’s Health & Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co‑operate and comply with management instructions regarding H&S issues and report all accidents, incidents and problems to their supervisor, manager or other senior members of staff, in line with the H&S policies.  You will need to be compliant with the Council’s risk management policies and procedures. These describe the Council’s commitment to risk management, the recognition that our aim is to protect colleagues and visitors from harm, and stress that all colleagues have a responsibility to minimise risk. |
| Governance Standards | Comply with the relevant governance standards applicable to the Council as communicated to the post-holder from time to time. |
| Data Protection | To comply with Council Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of staff and customer information. |
| Confidentiality | Council colleagues are required to ensure that information about customers and staff is safeguarded to maintain confidentiality and is kept securely in accordance with General Data Protection Regulations (GDPR), Data Protection Act 2018 (DPA18). The Council’s Data Security and Protection policy ICT policies provide guidance on how this can be achieved. |
| Communication | To encourage innovation and positive challenge through effective involvement, motivation and communication with Officers, Members, Partners and other Stakeholders, actively promoting the Council’s reputation and image as an employer of choice. |
| Digital/  Records Management | To direct the identification, development and implementation of digital and other systems and procedures which are aligned to the Council’s Drive to Digital Strategy and are shaped to reflect our customers’ and stakeholders’ needs.  To maintain Council customer and staff records (both paper and electronic) in accordance with Council policies. |
| Freedom of  Information | To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Council Freedom of Information procedures. |
| Security | To comply with Council policies to ensure there is a safe and secure environment that protects Members, staff and visitors and their property, and the physical assets and the information of the organisation. |
| Other duties | Participate in such non-routine duties as elections and Emergency Planning as directed by the Chief Executive to include, where appropriate, the setup of a Rest Centre. |
| Freedom to Speak Up  (Whistleblowing) | You have responsibility for customer and staff welfare and should raise any concerns relating to a breach of Council policies and procedures with your manager or refer to HR for alternative options. |
| Environmental Impact | You will ensure compliance with the Council’s environmental management policies and procedures. These describe the Council’s commitment to climate change and carbon management, the recognition that our aim is to protect the environment and the use of natural resources that all staff have a responsibility towards. |
| Performance review | This Job Description will be used as a basis for individual performance review between you and your line manager.  The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April and may develop to meet the changing needs of the service. You will need to take due account, in the way they achieve the key result areas, of Council policies and procedures. |
| Equality and Diversity | To take responsibility and comply with the Council’s Equal Opportunities policy (which makes a commitment to promote equal opportunities and equality of all protected characteristics in Wealden), Officers’ Code of Conduct, Data Protection and other relevant policies, procedures and legislation, to ensure these are embedded and applied throughout the service in both service provision and employment issues. |

| **PERSON SPECIFICATION** | | | | |
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| **CRITERIA** | **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **ASSESSED BY**  **Application Form / Interview / Practical Assessment** |
|  | Experience (3 years plus) of working with a wide range of partners and organisations on grant funding programmes. | x |  | **Application Form / Interview** |
| Demonstrate teamwork and leadership qualities |  | x | **Interview** |
| Experience of working in partnership with stakeholders to support the delivery of grant funding programmes |  | x | **Application Form / Interview** |
| Project management experience with evidence of successful project delivery. | x |  | **Application Form / Interview** |
| Knowledge of grant funding processes and grant funding agreements which require Legal and Finance input. | x |  | **Application Form / Interview** |
| Experience of managing budgets, or the management of project budgets | x |  | **Application Form / Interview** |
| Experience of multiple project management | x |  | **Application Form / Interview** |
| Experience of grant funding application processes and delivery of grant funded programmes/projects, including financial management and monitoring/evaluation. | x |  | **Application Form / Interview** |
| Considerable experience of partnership working including the ability to form productive relationships with a range of individuals, groups and organisations. | x |  | **Application Form / Interview** |
| Understanding and interest in communities, economy, culture, climate change, leisure, health and wellbeing sectors. |  | x | **Application Form / Interview** |
| Experience of producing reports or case studies, including analysis and presentation of data |  | x | **Application Form / Interview** |
| Experience of directly marketing and promoting programmes/ projects through the use of social media and the Council website. | X |  | **Application Form / Interview** |
| **Skills** | A good level of IT skills including experience in using Microsoft Office products Ability to present information clearly and clear and persuasive report writing skills. | x |  | **Application Form / Interview** |
| Enthusiastic, highly motivated self starter with the ability to positively influence and motivate others | x |  | **Interview** |
| Ability to and evidence of applying transferable skills to new projects or areas of work |  | X | **Application Form / Interview** |
| The ability to be flexible and adaptable and the ability to negotiate constructive solutions with colleagues and partners, creating effective responses to a very diverse range of issues | X |  | **Application Form / Interview** |
| Good interpersonal skills, ability to work with others. Confident and with evidence of good written and oral communication skills including the ability to lead and facilitate discussions | x |  | **Interview** |
| Be able to anticipate problems and provide effective solutions | x |  | **Application Form / Interview** |
| Must be able to be flexible with working hours for evening meetings and out of hours work, as required. | x |  | **Application Form / Interview** |
|  | Occupational Requirement to have a command of spoken English sufficient for effective performance.  Applies to public facing roles where regular face-to-face or telephone contact is intrinsic to the role. | x |  | **Application Form / Interview** |
| **Qualifications/**  **Education** | Educated to a degree level or equivalent in a related discipline and / or several years’ experience in a similar role with a good general education to A level standard | x |  | **Application Form** |
| Must be able to drive with own transport | x |  | **Application Form** |

