

**Post Title:** Crisis and Resilience Fund Coordinator

**Post Hours:** 37 hours per week

**Grade:** Scale 5

**Responsible to:** Policy & Partnerships Manager

**Responsible for:** N/A

**Main contact associated with principal duties:**

- Elected members, Directors and senior staff of Pendle Borough Council
  - Staff in the Council's service areas
  - Public bodies and partnerships
  - Community, Voluntary and Faith Sector
  - Members of the Public
  - Central Government Departments
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**Job Purpose:**

To lead, coordinate delivery and monitor Pendle Borough Council's Crisis and Resilience Fund (CRF) programme and contribute to broader Council Priorities.

To coordinate, manage grants, track project performance and ensure effective implementation of funded initiatives.

To undertake research and analysis to support this function, on a wide range of issues.

To foster good working relationships with local voluntary, community and faith groups and organisations.

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**Control of Resources:**

Crisis and Resilience Fund budget and associated resources including digital platforms.

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**Main duties and responsibilities:**

1. To manage the Crisis and Resilience Fund programme and related policies, in line with the Council Plan and Corporate Priorities.
2. To lead the planning, implementation, and monitoring of the Crisis and Resilience Fund Programme.
3. To establish, manage, and monitor appropriate governance arrangements for programmes and/or projects and report to the steering group and other bodies in respect of risks and issues, budgets, outputs, and outcomes.
4. To coordinate day-to-day programme activities, ensuring alignment with strategic objectives.
5. To gather the necessary research and intelligence to inform decision making and manage associated digital platforms.
6. To analyse data and identify strategies to effectively target resources.
7. To performance manage contracts with Community, Voluntary and Faith CRF providers to ensure effective delivery.
8. To identify and monitor risks related to programme implementation.
9. To manage the CRF budget and associated resources.
10. To seek opportunities to align the CRF programme effectively with other strategic funded programmes.
11. To submit the required monitoring information to Lancashire County Council in respect of the programme.
12. To work collaboratively with neighboring districts to seek opportunities for alignment.
13. To adopt and foster an innovative problem-solving approach to deliver solutions to issues.
14. To provide cover for colleagues during any period of absence and proactively managing workload peaks and maintaining cover for the working day.
15. To be aware of your responsibilities under legislation relating to equalities, safeguarding, and other key duties, together with the objectives and targets required in the Corporate Plan.
16. To fulfill personal requirements with regard to the Council's policies and procedures, including health and safety.
17. To undertake such other associated duties as may be allocated from time to time which are commensurate with the salary grading of the post.

*Date: March 2026*

Selection Criteria	Essential Or Desirable	Assessment Method
<b>Qualifications</b>		
1. A relevant degree or recognised Programme and/or Project Management qualification.	Essential	Application Certification
2. A current full driving licence.	Desirable	Application Certification
<b>Knowledge, skills, abilities and experience</b>		
3. Awareness of issues affecting local government.	Essential	Application Interview
4. Experience in programme/ project management, preferably in crisis response or resilience-building.	Essential	Application Interview
5. Excellent oral and written communication skills with the ability to draft well-structured reports and deliver presentations.	Essential	Application Interview Test
6. Proven ability to manage multiple priorities and meet competing demands/deadlines.	Essential	Application Interview
7. Skills in researching and investigating information, and the ability to draw on these perspectives to influence work.	Essential	Application Interview
8. Proven ability to analyse and interrogate data to effectively target resources.	Essential	Application Interview
9. Proven ability to work with Community, Voluntary and Faith Sector to deliver shared outcomes.	Essential	Application Interview
10. Strong organisational and coordination skills with attention to detail	Essential	Application Interview Test
11. Experience of managing budgets	Essential	Application Interview
12. Experience of, and proficient in the use of Office 365: SharePoint, Teams, Microsoft Word, Excel and Outlook.	Essential	Application Interview Test
13. Experience of managing digital Customer Relationship Management Tools	Desirable	Application Interview
14. Commitment to working towards the Council's equality objectives.	Essential	Application Interview

15. A level of political awareness	Desirable	Application Interview
<b>Special Requirements</b>		
Willingness to undertake occasional out-of-hours working		

*Date: April 2026*