

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST: Grants Administrator (2-year Fixed Term Contract)

TEAM: Community Partnerships

GRADE: 4

SERVICE AREA: Community and Wellbeing

RESPONSIBLE TO: Community Engagement Officer

VARIATIONS TO STANDARD CONDITIONS OF SERVICE

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

DATE ISSUED: March 2024

JOB PURPOSE: To act as the main point of contact for to enable the delivery of the Council's new capital grant scheme for parish and town councils and the Ward Member grant scheme. To assist applicants in the preparation of grants, be responsible for the administration of the grant process and actively promote the grant as solution to supporting local initiatives. To provide administrative duties and support to other grants processes in the wider community partnership team, as required. The post will report to the Community Engagement Officer and will work in conjunction with other members of the Community Partnership team, including the Section 106 Senior Grants Officer and the Economic Development Team.

PRINCIPAL RESPONSIBILITIES:

1. Acting as the main point of contact in relation to all aspects of the Council's grants opportunities, including the £1m funding to support parish and town councils across the district and their communities.
2. Advising applicants about how to apply for funding and when needed signpost to other grant schemes which may be most appropriate to their needs.
3. Checking and assessing applications to ensure that they meet the eligibility criteria.
4. Assessing application against the criteria and objectives of the funding and exercising judgement on whether applications meet these criteria.
5. Keep applicants informed about the progress of their application and responding to queries, including explaining why funding has not been awarded.

6. Evaluating the needs of parishes and communities and match up their needs with the priorities and criteria of the grant funds availability.
7. Maintaining accurate records relating to all grants, grant applications and applicants, using various IT systems.
8. Liaising with colleagues in the Council's Finance team to administer grant payments.
9. Monitoring and managing communications relating to funding applications, including responding to emails and phone calls.
10. Contributing to reviewing and updating grants information and advice on the Council website and press releases. Preparing information and guidance on Council grant schemes and other funding sources, as a means of supporting parishes and their communities.
11. Preparing and contributing the creation of reports and presentations relating to grants and funding for example to the Cabinet Sub-Committee Grants.
12. Supporting the Communities team with the implementation and promotion of wider community support initiatives and grant opportunities.
13. Undertaking research and seeking out relevant funding streams to share with and signpost to parishes.
14. Where appropriate, attending meetings and presentations to help present information about various grant schemes and other funding sources.
15. Providing administrative support to the Communities Team, including processing invoices.
16. Ensuring compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies
17. As a term of employment, the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.
18. Health and Safety
 - To be familiar with and always comply with
 - the Council's general health and safety policy,
 - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
 - local department specific health and safety procedures as amended or added to from time to time.
 - To report any unsafe practice, accident, incident, dangerous occurrence, or hazard found during your work to your line manager for action.

- To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
- To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
- To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Grants Administrator (Fixed Term Contract two years)			
TEAM:	Community Partnerships			
GRADE:	4	WEEKLY HOURS:	37	
ALLOWANCE:	Casual user			
CONTRACT TYPE:	Fixed term contract for two years			
TYPE OF CRITERIA	ESSENTIAL REQUIREMENTS: Minimum requirements for the successful completion of the job	ASSESSMENT A / I / T / E	DESIRABLE REQUIREMENTS: Elements that contribute to improved / immediate performance in the job	ASSESSMENT A / I / T / E
QUALIFICATIONS	English and maths GCSE grade C or equivalent	A & E	2 A Levels A - C	A / E
EXPERIENCE	<p>Excellent experience of administrative work, including maintaining spreadsheets or databases, writing emails, and producing summary information from MS Excel and other systems.</p> <p>Experience of communicating with the public with confidence, tact, and diplomacy.</p> <p>Working without supervision, under pressure managing workloads and meeting deadlines.</p> <p>Experience of using MS Excel, PowerPoint, Word and Outlook and other ICT systems.</p> <p>A working experience in managing and maintaining complex processes and be able to demonstrate an understanding of grants and related processes.</p>	<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>	<p>Previous experience in local government</p> <p>Previous experience with a CRM type system</p> <p>Previous experience in a grant funding role</p>	A & I

KNOWLEDGE	Knowledge of grants and/or related administrative processes.			
	A working knowledge of and able to interpret instructions / criteria.			
	Able to work out costings, understanding of financial processes.			
	Confident in problem solving and how to resolve issues.	A / I	How to cost grant applications.	A
	An interest in community development and a willingness to develop knowledge of community support initiatives and grant funding opportunities.			
SKILLS	Strong organisational skills and the ability to work under own initiative and to meet deadlines.	A		
	Strong IT skills (including Microsoft Office)	A / I		
	Excellent communication skills (verbal and written)			
	Numerical skills & ability to analyse spreadsheets & financial accounts.			
	Research skills to identify funding opportunities.			
	Excellent attention to detail and accurate.	A / I / T		
	Fair and objective decision-making ability.			
	Tact and empathy.			
	The ability to work well individually and part of a team.			
OTHER	Able to work evenings and weekend if required – where time off in leu will be given.			
Assessment Legend:		A = Application	I = Interview	T = Test or Assessment
				E = Evidence (e.g. certificate)
N.B. Where more than one assessment stage is indicated against a criteria, that criteria must be demonstrated at both stages				