

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Funding Officer

Community Safety, Engagement & Resettlement, Communities & Opportunities

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.



West
Northamptonshire
Council

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

To identify and secure funding from a range of external funding sources to support delivery of projects and programmes in the community that align with the council's community focused priorities.

Accountable to:

This role is accountable to the Voluntary and Community Sector (VCS) and Grants Manager. The role sits within Community Safety, Engagement and Resettlement, part of the Communities & Opportunities Directorate in West Northamptonshire Council.

Responsibilities:

1. Lead and submit bids for external funding from a range of local, regional and national bodies, working with internal and external colleagues to ensure bids are appropriately resourced and supported.
2. Be accountable to the VCS and Grants Manager for all funding bid submissions, ensuring that all targets and milestones are met.
3. Research and advise on potential sources of external funding, supporting other WNC services as appropriate with funding bids.
4. Liaise with and grant fund a range of Voluntary, Community and Social Enterprise (VCSE) organisations across West Northamptonshire to deliver projects and programmes in the community that align with the council's community focused priorities.
5. Ensure that projects and programmes delivered via funding received address an identified local need and support, enable or facilitate the achievement of one or more of the Council's strategic aims.
6. Provide advice and guidance to voluntary sector partners through our local infrastructure organisation(s) to support grant funding applications where considered appropriate.
7. Be responsible for all aspects of funding received, ensuring appropriate budget monitoring and data returns to and from relevant organisations.
8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(A) Application Form, (T) Test, (I) Interview, (P) Presentation, (D) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Excellent organisational, communication and presentation skills	E	A, I
Ability to work positively within a team and to contribute actively to corporate and directorate objectives.	E	A, I
Ability to work proactively and constructively with external partners and with other Council teams and directorates.	E	A, I
Ability to work under pressure with minimum supervision and to balance competing priorities	E	A, I
Be organised with ability to meet targets and deadlines	E	A, I
Demonstrable problem-solving skills.	E	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A, I

Knowledge:	Essential / Desirable	Measured by
Understanding and knowledge of local government, including its legal, financial, social and political context	E	A, I
Knowledge of the local voluntary and community sector, including relevant national policy and funding issues.	E	A, I
Knowledge of relevant audit, review, monitoring and assurance techniques to ensure that grant and contract conditions are complied with.	E	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of preparing and submitting funding applications ideally within local government setting	E	A, I
Experience in managing projects/services to demanding deadlines and milestones.	E	A, I
Established record of success in identifying and securing external funding from a variety of sources.	E	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
GCSE or equivalent in English Language and Maths (minimum grade C or level 4) Or Demonstrable experience identified within the section below	E	A
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period	E	A
Educated to 'A level' (or equivalent) standard, with evidence of continuous professional development	E	A

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include:

Enhanced Disclosure and Barring Service check

Day-to-day in the role:

Hours:	22.5 hours per week	Primary work base:	The Guildhall
Job family band:	Regulatory and Technical (RT06) / WNC Band 6	Worker type:	Part-flexible
Salary range:	£33,369 - £36,163 (pro rata)	Budget responsibility:	Nil
People management responsibility:	N/A		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

