**TITLE OF POST: Funding Analyst (Fixed Term Contract – 2 Years)**

**GRADE: SC6**

**RESPONSIBLE TO: Improvement Advisor, Policy and Engagement Team**

**MAIN PURPOSE OF JOB:**

Under the guidance of the Improvement Advisor, to undertake the support and delivery of duties within the function which contribute to the provision of an excellent service, whilst ensuring the effective use of resources. To support department managers in the delivery of exceptional services to our community and key stakeholders.

# 1 GENERAL DUTIES

* 1. To promote the Service Vision, ‘Creating the Safest Community’.
	2. To work effectively and efficiently to support line management in the delivery of the department’s aims and objectives.
	3. To maintain appropriate and robust information systems within the department.
	4. To maintain positive and effective liaison links with organisations and partners as appropriate.
	5. To support the preparation and production of a variety of quality information for inclusion in management and departmental reports.
	6. To ensure compliance with the Data Protection Act and to ensure data security is maintained.
	7. To ensure relevant knowledge is up to date.
	8. To identify and recommend areas of potential improvement.
	9. To represent the function at internal and external meetings and events and take minutes when required.
	10. To support the activities of the function and diary management for line management where required.
	11. To support colleagues with their work as required.
	12. To attend internal and external training courses as necessary.
	13. To undertake any other duties as appropriate to the role.

**2. ROLE SPECIFIC DUTIES**

* 1. To research and assess potential opportunities to obtain funding from government and other grant making organisations to help develop services and drive efficiencies in line with the Community Safety Strategy.
	2. To develop and deliver the fundraising approach to ensure we maximise appropriate funding opportunities.
	3. To develop, edit and submit high quality bid documents and funding applications that are, compelling, accurate, successful and submitted in line with deadlines.
	4. To prepare bids for funding demonstrating value for money (in terms of efficiency, effectiveness and economy), in line with Treasury guidelines.
	5. To support the development of partnerships with stakeholders and providers to support collaborative working to maximise funding opportunities and project delivery.
	6. To develop and maintain a bid library resource, including maintain a matrix of pipeline, current and prospective bids and a database of written templates and bid responses.
	7. To prepare reports and present funding opportunities to the leadership team securing support for funding streams that will enhance and \ or develop our services.

2.8 To monitor and report on delivery of funded projects using sound project management approach to ensure progress in line with project plans and provide clarity on benefits realisation.

* 1. To meet the funding organisations’ reporting requirements and ensure reports are submitted according to agreed timetables.
	2. To contribute to meeting the Service’s goal and priorities
	3. To support the wider team’s work in relation to strategic planning, policy, engagement and communications activity.

**3 HEALTH AND SAFETY (GENERAL POLICY)**

3.1 By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-

3.2 Consider the safety of other persons who may be affected by their acts or omissions and to

cooperate with their employer to perform and comply with any duties or requirements imposed upon them.

3.3 Work with machinery, equipment and substances in accordance with information and training provided.

3.4 Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.

3.5 Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.

**4 EQUALITY AND DIVERSITY (GENERAL POLICY)**

4.1 To ensure an understanding and commitment to equality and diversity in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.

4.2 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.

4.3 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

1. **SAFEGUARDING**

	1. To promote the application of the Authority’s Safeguarding Policies.

**6 ENVIRONMENT STRATEGY**

6.1 To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.