|  |  |
| --- | --- |
| **Job Description** | |
| **Post title** | Project Appraisal Officer |
| **JE Reference No** | A5991 |
| **Grade** | 10 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Partnerships & Community Engagement |
| **Reporting to** | Principal Partnership & Community Engagement Funding Officer |
| **Location** | Your normal place of work will be Consett CAP but you may be required to work at any Council workplace within County Durham. |
|  | |
| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

|  |
| --- |
| **Description of role** |

The post holder will be responsible for working with the Principal Partnership & Community Engagement Funding Officer and Area Action Partnership teams to help develop proposals that reflect the priorities of the Towns & Villages fund and undertake detailed appraisal of these schemes to ensure they are robust, financially sustainable and meet the financial regulations of the Council. The role also extends to providing advice and guidance on community focused external grants and the coordination of these opportunities in-order to maximise the impact for County Durham’s communities. You will also assist in the monitoring and control of the Councils designated AAP funds, externally secured grants and County Durham partnership resources directed to the Community and Voluntary Sector network for County Durham, including Elected Members funding streams.

|  |
| --- |
| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

1. **You will support project development and project appraisal, through**

* Undertaking primary project appraisal on proposed projects ensuring strategic fit, value for money and eligibility against agreed guidance.
* Supporting the implementation of project ideas through business plan development to ensure they are financially viable and sustainable in the longer term.

1. **You will provide advice and guidance on external grant opportunities, this will involve:**

* Researching suitable community focused funding programmes such as trust and foundation funding, national lottery and related funds
* Coordination of advice and awareness to AAP Coordinators, additional departments and the County Durham Partnership Manager.
* Support the implementation of community focused projects through the development and action of match funding strategies
* Support the development of strategic linkages to ensure that community funding opportunities are maximised and coordinated to avoid duplication and competition between areas.
* Facilitate cross sector investment in local community development by supporting and advising on the submission of funding submissions.

1. **You will carryout financial and output monitoring. You will:**

* Assist with management of the grant offer and claim process for all AAP project proposals.
* Assist in the provision of guidance to AAP Coordinators and associated Community Development Staff to ensure financial and output monitoring systems are sufficiently robust.
* Conduct monitoring visits and compile relevant monitoring reports and management information on the progress of individual projects for submission to the AAP Coordinator / Board.
* Deliver robust performance management and support the Area Action Partnership in managing performance and spending of designated budgets.
* Be responsible for compiling accurate data to ensure the submission on time of grant claims and associated reports where appropriate.
* Identify project underperformance and delivery problems and report these to the appropriate AAP Coordinator or Towns and Villages Programme Manager.
* Assist internal auditors in the continuous audit of projects and spend.

**d. You will work with service teams across the Council and with Partners to ,provide a joined up approach to service delivery at an area level to meet local and area need. You will:**

* Foster and maintain effective working arrangements with partner agencies at strategic and local level, including other statutory agencies, voluntary sector organisations and Community groups and regional / national funders to gain recognition and active involvement in the Area Action Partnerships’ activities and initiatives.
* Support the grant payment mechanism and monitoring of outcomes associated with the Community and Voluntary Sector core funding support offered through the County Durham Partnership.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

|  |  |  |
| --- | --- | --- |
| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Educated to Level 5 or equivalent | * A professional qualification in the field of Project or Programme Management. |
| Experience | * Experience of working in partnership with both statutory and voluntary and community sector partners to achieve tangible results. * Experience of funding regimes relating to regeneration, economic development and community development. * Experience of working with a range of statutory, voluntary and community organisations, including Elected Members. * Experience of grant monitoring and control. * Experience of and ability to review and interpret process information and to apply findings to project development. | * Experience of developing and managing community programmes. * Appreciation of the issues associated with the promotion of economic, social and environmental improvements in a sustainable manner. |
| Skills & Knowledge | * Programme and project planning and management skills. * Able to financially manage and control budgets. * Performance management skills. * Negotiating, influencing and group facilitation skills. * Excellent written and verbal communication skills. * Excellent presentation skills. * Able to use IT e.g. Microsoft Office. * Innovative approach to problem solving. * Able to work with a wide range of partners and agendas. * Able to constructively challenge stakeholders at all levels, and balance competing interests. | * Knowledge and understanding of the roles and responsibilities of Strategic Partnerships. * Knowledge of community engagement and participation techniques. |
| Personal Qualities | * Able to work under pressure and to deadlines. * To plan and formulate own work activity with minimal direction. * Confident and enthusiastic approach to work. * Flexible approach to work. * Committed to the principles of equality and diversity. * Self-motivated with the capacity to drive things forward. * Ability to create and maintain effective relationships with colleagues, residents, external partners and elected members. * Able to work outside normal office hours as required to fulfil the requirements of modern ways of working, effective engagement with stakeholders and the requirements of the team. | * Access to a car or means of mobility support (if the post holder is driving then they must hold a current valid driving licence and have appropriate motor insurance cover). |