

**Advance Commercial**  
**RDC Stannington / Wansbeck Workspace**  
**ERDF Compliance and Grants Officer**  
**£32k-£34k per annum**  
**Fixed term contract to June 2023**

About Advance Northumberland

Advance Northumberland is a property Investment, Estate Management and Development Company. Building new homes for rent and sale, attracting investment and business growth, managing delivery of major projects, providing a diverse portfolio to support businesses and regeneration and helping you find a place to call home.

We are looking for an **ERDF Compliance and Grants Officer** to join our Economic Growth Team. The Economic Growth Team have an established track record as a provider of inward investment and business support services, including start-up and growth programmes. We continue to provide comprehensive support to businesses across the County and are funded through a combination of operating profits from our commercial activities and external grant funding.

**Your new role:** As the **ERDF Compliance and Grants Officer**,

**Key duties & responsibilities:**

- Responsibility for the development and implementation of ERDF aligned processes and practice within project delivery to ensure activity and records remain compliant throughout.
- To provide the ERDF project teams with specialist advice and support on compliance matters in the delivery of ERDF activity.
- Appraise grant applications and monitor activity/outcomes where grants are successfully awarded.
- Collate evidence of results obtained following the receipt of grant support.
- To provide support to the performance monitoring function across Advance Business and the wider Advance Northumberland performance management framework.
- Work with project partners and stakeholders on matters of compliance and performance.

**To succeed in this role:**

The successful applicant must be able to demonstrate key skills and experience in the following key areas:

- Current detailed knowledge and/or experience of ERDF rules and regulations.
- Experience of ERDF project delivery.

- Excellent organisational skills.
- Understanding of programme and project management tools.
- Ability to analyse, interpret and present information in a variety of formats.
- Excellent IT skills and proficient in the use of Excel at an advanced level.
- Excellent numerical skills.
- Ability to work as part of a team.

**What you will get in return:****What you will get in return:**

This organisation offers a competitive salary, the tools you need to do the job, as well as a range of excellent benefits inclusive of:

- 26 days holiday + bank holidays
- Contributory pension scheme
- Half price gym membership
- Cash plan
- Various Salary Sacrifice Schemes.

To apply, please go to our website [www.advancenorthumberland.co.uk](http://www.advancenorthumberland.co.uk) complete our application form and attach your CV and a covering letter explaining your suitability and interest in the post.

**Closing date: 17<sup>th</sup> September 2021**

For an informal discussion please contact Lois Brentnall, Programme Manager on 07795 882069

If you wish to withdraw your consent for us to process your application, please email [workforus@advancenorthumberland.co.uk](mailto:workforus@advancenorthumberland.co.uk)