

Job Description

Post title	Funding Officer (Part Time) 2 Year Fixed Term
Post No	PTC 07
Grade	SC 6
Salary	£ 32,061 - £ 33,699 per annum, pro rata (Actual salary approx.. £19,499 - £20,496) – 22.5hrs per week
Reporting to	Resources Manager
Location	The normal place of work for this role will be Shotton Hall but the post holder may be required to work at any location or property of Peterlee Town Council.

DBS	This post is subject to a Basic disclosure.
Politically restricted	This post is not designated as 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 primary focus of this role is to secure external funding, manage grant applications, and oversee the financial compliance and reporting of funded projects to support the Council's initiatives.

Key Duties and responsibilities

1. Funding and Grants:

- Identify and research potential funding sources, including government grants, private foundations, and corporate sponsorships.

2. Applications:

- Prepare and submit highly competitive grant applications and formal funding proposals.

3. Project Management

- Manage and monitor funded projects, ensuring strict compliance with funding requirements and ensuring timely reporting back to benefactors.

4. Reporting

- Maintain accurate records of funding applications and project progress.

- Prepare financial and progress reports for the Resources Manager, Chief Officer and council meetings.
- Ensure compliance with council policies and procedures.

5. Collaboration:

- Represent the Council at meetings, events, and forums related to external funding and corporate sponsorships.

Common duties and responsibilities

- **Quality Assurance**
To understand and adhere to standards at individual, team performance and service quality so that the customer and the Council's requirements are met and that the highest standards are maintained.
- **Communication**
To participate in and adhere to the team's communication processes and taking responsibility for keeping up to date with all relevant procedures, policies and objectives associated with the role.
- **Professional Practice**
To take responsibility for behaving professionally at all times, ensuring that work is carried out to the highest standards and in line with the team's and Council's stated policies or procedures. This includes adhering to the Council's Code of Conduct.
- **Health and Safety**
Take responsibility for understanding and adhering to health and safety requirements for their service area, in line with the Town Council's Health and Safety Policy.
- **Appraisal**
All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.
- **Equality and Diversity**
As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have an established Equality and Diversity Policy.
- **Confidentiality**
All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work. All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets.
- **Induction**
The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

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	Relevant qualifications in fundraising, finance, business development or bid writing.	First Aid certification
Experience	Proven experience in securing funding and successfully managing grants.	- Experience in local government or a similar environment. - Knowledge of local government structures and processes.
Skills & Knowledge	- Strong organisational and project management skills. - Excellent written communication and analytical skills.	Experience with website management and social media.
Personal Qualities	- Ability to work flexibly, including evenings and weekends as required - Ability to work independently and as part of a team. - Analytical, detail-oriented and proactive approach to identifying financial opportunities.	