

Advert: Funding Officer (Part Time)

Job Summary

Contract Type: 2 Year Fixed Term

Working Pattern: Part Time

Advert Start Date: 17th July 2026

Advert End Date: Closed for applications on 14th August 2026

Salary: £28,598 - £33,699 per annum, pro rata (actual salary approx. £19,499 - £20,496)

Hours per week: 22.5

Job Category: Finance / Funding

Vacancy ID: PTC 07

Employment Location: The normal place of work for this role will be Shotton Hall, Peterlee but the post holder may be required to work at any location or property of Peterlee Town Council.

Number of posts: 1

Closing date: Friday 14th August 2026

Further Information

We have a fantastic opportunity for you to join our team and help us secure external funding to support the Council's projects and initiatives for the benefit of the local community.

In this rewarding role you will identify and research potential funding sources, including government grants, private foundations and corporate sponsorships, and prepare and submit competitive grant applications and formal funding proposals.

You will manage and monitor funded projects, ensuring strict compliance with funding requirements and timely reporting back to benefactors, and maintain accurate records of applications and project progress.

You will also represent the Council at meetings, events and forums related to external funding and corporate sponsorships, and prepare financial and progress reports for management and council meetings.

The role would suit an organised, analytical and proactive individual with proven experience in securing funding and managing grants, excellent written communication skills, and the flexibility to work occasional evenings and weekends as required.

If you are enthusiastic about making a positive impact in the community, we would love to hear from you and to have you join a team that values dedication, innovation and community spirit.

This post is subject to a Basic DBS disclosure and is not politically restricted in accordance with Section 1(5) of the Local Government and Housing Act 1989.

For detailed information on this role, please refer to the Role Profile and other supporting documents. For a further informal discussion, please contact Ian Hall on 0191 586 2491.

Application Process

To apply, please complete the online application at northeastjobs.org.uk. If you prefer a paper application pack, you can request one by contacting Matthew English on 0191 586 2491 (ext 205).

Please note that CVs are not accepted as part of the recruitment process.