

Job Description – Parish Grants Manager FIXED TERM

Overview

Job title:	Parish Grants Manager FIXED TERM Casual 18 Months. Employed through Pertemps Agency.	Pay band:	LC3 (SCP 39-42)
Reports to:	Parish Manager	Hours:	Average 10
Location:	Based at the Pinetrees Community Centre with travel expected around the Parish.	Hourly Rate: 2017/18	£17.77ph - £19.19ph
Other benefits:	LGP Scheme & Holiday Entitlement Pro Rata 28 Days per Annum plus Statutory Holidays (England & Wales)	FTE:	.37
Other Requirements	Vehicle would be advantageous.	Direct Reports	0

Background

Central Swindon North Parish Council is a large multi-faceted Council which provides a large range of local services including Community Centres, Grounds Maintenance, Libraries & Sports/Playing Pitches.

Central Swindon North Parish Council is committed to a culture of bold leadership and innovation in all aspects of our work. We are constantly looking at new ways to deliver creative partnerships and, most crucially, be accountability to the residents we serve.

The Parish Council has embarked on the establishment of a new Trust (CIO) which will initially manage all of the Councils community & library assets. It is anticipated that the Trust will be fully operational by April 2018. The Parish Council are currently looking for a dedicated Grants Manager who can explore new funding streams for the trust which will be crucial to cementing its long term future as a service delivery vehicle. The post will also assist our partner community groups develop their own funding plans and assist them in finding external grant support.

Job purpose

Working collaboratively with external funding partners and the Parish Council, the purpose of the position is to develop the systems and tools for efficient grant management and manage the ongoing reporting requirements of funders (such as producing output reports and reporting back to the Trust at monthly intervals) Key Responsibilities include:

- Ensuring that the Trust is connected and updated with potential funding providers and where eligible; necessary applications are completed and submitted in line with the funding provider's requirements.
- Manage the monitoring and evaluation of grants as specified by the funding providers. Reporting back key KPI's to the Board of Trustees.

- Contribute to the development of new grant programmes and making necessary external connections to facilitate such programmes.
- Work with Professional bodies and NGB's (such as the FA) to secure further funding for Parish based grants programmes
- Work with the Parish Manager to market Central Swindon North Parish Council as a provider of excellent quality local services.
- Ensure the widespread sharing and scaling of learning from grants across the Parish and wider networks, including SBC/National commissioners, through promotion and training activities.
- Ensure grant applications reach fully across the Parishes diverse communities, focusing specifically at the areas contained within the Foundation Constitution. You should ensure that the views of Parish residents principally guide your work and you should actively seek opportunities to involve residents in the grant process.
- Maintain an excellent understanding of the Parish and its environs, with a view to enabling grants to plan for the Parishes sustainability against a backdrop of a challenging precept and centralised support from Swindon Borough Council.
- In collaboration with the Parish Manager undertake other duties that may from time to time be necessary, and that are compatible with the nature and grade of this post

Expectations

- To ensure all responsibilities and activities discharged within the post are consistent with the high expectations of a position in Local Government.
- The post will be mainly based within the Parish, however where the need arises there may occasionally be a need to work outside normal working hours or travel outside of Swindon.
- To work independently, be self-motivated and make decisions as appropriate. Home working will be considered.
- To develop positive relationships with key stakeholders
- To attend and contribute to the Quarterly meetings of the Trust (Or at a frequency decided by the board of Trustees)
- To observe an appropriate level of confidentiality at all times.

Working conditions

The work is office based and within standard office hours. There may on occasions be evening work as and when business need requires (such as attending a meeting with the Board of Trustees or assisting a community group). A vehicle with appropriate driving licence would be advantageous.

Physical requirements

The job is not specifically physically demanding, it does not involve lifting, carrying or working at height. It may require you to be fit to drive a vehicle.

Approved by:	
Date approved:	
Reviewed:	11 January 2018
Next Review:	<i>This job description should be reviewed annually and updated as necessary.</i>