

Person Specification – 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

Experience	Essential	Desirable	Useful
Experience of programme & project management including budget management with a track record of delivering against targets and objectives including those of at least £50,000	X		
A professional track record in the design and development of funded grant programmes, including innovation in design and delivery	X		
Outstanding grant management experience, with a track record of delivering excellent performance against agreed targets and objectives.	X		
Proven track record of engaging with new audiences with the work delivered, including reaching into non-traditional audiences and a range of community groups.	X		
Experience of being a leader relating to grants, including giving guidance, coaching, presentations and support to those unfamiliar with the process.		X	
Outstanding oral and written communication skills with internal and external audiences, including formal reports and presentations to funders	X		
A track record in work that reaches diverse communities	X		

Clean driving licence and access to a vehicle		X	
Excellent communication skills in writing and orally at all levels. Ability to take accurate messages and follow up as necessary.	X		
Well organised to achieve strict deadlines. Prioritise workloads and work on own initiative. Plan and work efficiently.	X		
Be capable of exercising tact and diplomacy and discretion. Deal confidently and respectfully with Councillors, members of the public, Ward Members & external agencies.	X		
Work effectively in a team and able to relate well to colleagues and contribute to the overall aims and objectives of the Parish Council.	X		
Full working knowledge of Local Government law, finance, procedures, functions and structures.			X

Central Swindon North Parish Council January 2018