| Role Structure | Role Details  |
| --- | --- |
| Directorate: | Community Wellbeing |
| Grade: | HC7 |
| Location: | Hybrid |
| Responsible to: | Talk Community Development Manager |

# Job Description

# Job Role: Grant Funding and Parish Liaison Officer

**Service: Talk Community**

## Main purpose of the role

To provide high quality information and advice on funding to local VCSE organisations through

one-to-one, group, telephone and email support, developing relevant resources and

a regular training programme to include workshops, training sessions, seminars and funding

surgeries. To act as the main point of contact for Parish Council enquiries.

| Key Duties and Responsibilities | Frequency of Task |
| --- | --- |
| * Act as the main point of contact for VCSE organisations on funding enquiries
 | * Daily
 |
| * Provide regular information to VCSE organisations on local, regional and national funding opportunities
 | * Weekly
 |
| * Support VCSE organisations in applying for funding , including:

• identifying/sharing funding opportunities • developing their capacity to write successful funding applications (including reviewing them) • developing their capacity to bid for contracts | * Weekly
 |
| * Keep up-to-date with new approaches to funding e.g. digital crowdfunding, social impact bonds etc. and disseminate learning throughout the sector
 | * Weekly
 |
| * Support the VCSE to recognise partnership and consortium opportunities and support their development when bidding for funding
 | * Monthly
 |
| * Develop and deliver (or bring expertise as required) a training programme aimed at building and strengthening fundraising skills in the local sector
 | * Monthly
 |
| * Develop relationships with funders, in order to alert the VCSE sector to opportunities, to understand funders’ priorities and attract funders to the county.
 | * Monthly
 |
| * Contribute to the Talk Community Service Plan
 | * Yearly
 |
| * Monitor the council email address for communication with parish councils, answer queries and/or direct query to appropriate officer
 | * Daily
 |
| * Maintain a record of parish enquiries
 | * Daily
 |
| * Contribute to reports to brief senior managers and politicians on the progress of the role’s responsibilities as required.
 | * As required
 |
| * Maintain a list of Herefordshire based funding opportunities on the Talk Community website
 | * Annually
 |
| * Ensure that the web pages and social media content related to the post’s area of work are up to date and relevant.
 | * Quarterly
 |
| * Represent Talk Community on partnership boards, meetings grant assessment panels.
 | * As required
 |
| * Work flexibly and supportively with colleagues in pursuit of Talk Community aims, priorities and outcomes.
 | * Daily
 |
| * Take personal responsibility for contributing to high quality standards in customer relations, service delivery, project management and communications.
 | * Daily
 |
| * Ensure commitment to own learning and development and identify, with line manager, where additional training and personal development will enhance delivery.
 | * Daily
 |
| * Attendance at occasional evening and weekend meetings/events will be required
 | * As required
 |

**Person Specification**

| **Requirements** | **Essential or Desirable** | **Identified by****A – Application I – Interview** |
| --- | --- | --- |
| **Qualifications and Training** |
| * The post holder should have 5 A – C GCSEs and have demonstrable transferrable skills/experience
 | Essential | A,  |
| **Experience & Knowledge** |
| * A minimum of 2 years’ experience of delivering fundraising
 | Essential | A, I |
| * Demonstrable track record of writing successful funding applications
 | Essential | A, I |
| * Knowledge of public sector commissioning, grant making trusts, corporate fundraising and other innovative means of income generation
 | Essential | A, I |
| * Understanding of equal opportunities and diversity and how this relates to best practice in capacity and community development
 | Essential | A, I |
| * Knowledge and understanding of voluntary and community sector
 |  |  |
| * Good understanding of the opportunities and challenges currently facing VCSE sector organisations, the statutory sector, other stakeholders and local communities
 |  |  |
| **Skills and Abilities** |
| * Skilled trainer, facilitator and communicator able to influence, inspire and motivate through written and interpersonal communications
 | Essential | A, I |
| * Ability to plan, organise and prioritise work to meet tight deadlines and work independently with minimal supervision and deliver work to a high standard
 | Essential | A, I |
| * Excellent networking skills and the ability to negotiate with, influence and develop relationships with a wide range of diverse stakeholders
 | Essential | A, I |
| * Good digital skills and the ability to ensure digital technology is used effectively to develop and deliver services Good Microsoft Office application skills
 | Essential | A, I |

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

## Our Values and Behaviours

The council’s THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. ​They help us to achieve our Council Plan vision “do our best for Herefordshire” acting as our DNA and the “way that we do things around here”. We expect all colleagues to act as a role model by living our values and setting an example for others. ​Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust -** Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty -** Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility -** Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity -** Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value -** Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy -** Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.