# Job Description

| | |
|---|---|
| **Job Title** | Voluntary Sector Funding Programmes Officer |
| **Directorate** | Neighbourhoods and Housing |
| **Service Area** | Safer City and Communities |
| **Grade** | 7 |
| **Competency Level** | 2 |
| **Salary** | £42,123 - £47,665 |
| **Job Type** | Hybrid |
| **Location** | Cunard Building |
| **Disclosure and barring service (DBS)** | Not required |
| **Job Evaluation Ref No** | A10553 |

## Job Purpose

The purpose of this role is to ensure that Liverpool City Council develops funding programmes, primarily for the local voluntary sector, that achieve positive outcomes for local communities.

Under the supervision of the Grants and Performance Manager, the postholder will act as the team's lead on the programmes assigned to them. These will primarily but not exclusively be voluntary sector funding programmes, e.g. grants. Other programmes like community asset transfer may also be assigned to the postholder.

navajo
Merseyside & Cheshire LGBTIQA Chartermark

The postholder will act as subject matter expert, working closely with internal departments to support the development, delivery, administration and monitoring of funding programmes valued at several million pounds per annum across the local authority.

The postholder will ensure that programmes are effectively managed and co-ordinated, and are delivered on time, within budget, and in line with strategic priorities and governance requirements, and are appropriately evaluated.

### Directly Responsible For:

No managerial responsibilities

### Directly Responsible To:

Grants and Performance Manager

## Main Areas of Responsibility:

Under the supervision of the Grants and Performance Manager, to act as the team's lead on the programmes assigned to you. These will primarily but not exclusively be voluntary sector funding programmes, e.g. grants. Other programmes like community asset transfer may also be assigned to the postholder.

To act as subject matter expert on how to design, deliver, and evaluate funding programmes.

To support the coordination and alignment of funding programmes across the organisation to maximise impact and support strategic objectives.

To work collaboratively with other stakeholders to design, deliver, and evaluate funding programmes.

Merseyside & Cheshire LGBTIQA Chartermark

To manage the progress of funding programmes against agreed milestones, budgets and outcomes.

To oversee the assessment of applications, carry out pre-award due diligence, and ensure appropriate decision-making processes are followed for voluntary sector funding programmes.

To undertake all aspects of administration is relation to funding programmes, including executing grant agreements and memorandums of understanding, payment processing, internal virement of funds, budget monitoring, and collecting programme monitoring.

## Supervision and Management Responsibility:

No managerial responsibilities

## Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget

## Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## Physical Demands of the Job:

- Sitting for long periods of time

Merseyside & Cheshire LGBTIQA Chartermark

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Merseyside & Cheshire LGBTIQA Chartermark

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2.**

The competency framework can be found here.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Merseyside & Cheshire LGBTIQA Chartermark

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Educated to degree level or able to demonstrate equivalent knowledge, skills and experience gained through relevant employment (A/I)

### Desirable

- Experience of working in local government

## Experience

### Essential

- Experience of designing, implementing, delivering and evaluating grant programmes (A/I)
- Experience of working with multiple stakeholders and partners (A/I)
- Experience of budget monitoring and financial administration (A/I)
- Experience of working with a broad range of internal and external stakeholders (A/I)

### Desirable

- Demonstrable understanding of the needs, challenges and aspirations of the voluntary and community sector

navajo
Merseyside & Cheshire LGBTIQA Chartermark

- Experience of using SAP EBP and SAP R3 or other similar financial information and procurement systems
- Understanding of governance, compliance and audit requirements
- Knowledge of project management principles and practices
- Understanding of local government or public sector operations

## Skills/Abilities

### Essential

- Ability to understand and appreciate different perspectives and build positive working relationships with a diverse range of stakeholders (A/I)
- Ability to design effective and appropriate grant programmes, processes and documents (e.g. application forms; assessment criteria and monitoring templates) (A/I)
- Ability to give accurate and appropriate information and advice to a broad range of internal and external stakeholders (A/I)
- Ability to produce work which is accurate, understandable, error free and is completed with the need for minimal supervision within specified deadlines (A/I)
- Strong written communication skills with the ability to prepare reports, guidance and correspondence (A/I)
- Strong organisational skills with the ability to manage competing priorities and deadlines (A/I)
- High level of accuracy and attention to detail (A/I)
- Proficiency in Microsoft 365, including CoPilot, Excel, Outlook, Powerpoint and Word (A/I)

Merseyside & Cheshire LGBTIQA Chartermark

# Commitment

## Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A/I)

Merseyside & Cheshire LGBTIQA Chartermark