

Job Description

Grants Programme Manager

Job Title:	Grants Programme Manager
Salary Scale:	NJC Scale PO, SCP 33 to 37
Hours:	18.5 hours per week, working hours negotiable
Location:	Wyndhams, Devizes
Supervisor:	Member of Strategic Management Team
Supervises:	Grants Assistant

Job Purpose

The Grants Programme Manager is primarily responsible for the management and distribution of grants under the Landfill Communities Fund (LCF) in Wiltshire, to the benefit of local communities. The role includes promoting the Fund, supporting applicants, maximising allocations by Landfill Operators, and meeting all the legislative requirements of ENTRUST (the national regulator). The Grants Programme Manager also periodically manages Grants from other sources as they arise.

Main Duties

Re: Landfill Site Operators

1. Maintain and develop excellent working relationships with existing landfill site operators (Hills, Biffaward, Viridor, Cleansing Services Group (CSG) and potentially others) participating in the LCF and optimise the funds made available to community groups by the operators.
2. Promote the opportunities offered to community groups by the LCF and maintain an appropriate balance between the number and size of applications and funds available.
3. Develop and present to operators eligible applications and funding proposals for the consideration of landfill operators according to their individual established processes.
4. As part of (3), manage and service the Viridor Panel and present eligible projects and funding proposals for its consideration.

Re Community Groups

5. Work with and support community groups in identifying and developing eligible projects which will meet with the grant giving policies of the operators and comply with Entrust requirements.
6. Assist and generally advise community groups in finding additional sources of funding for their projects.
7. Maintain contact with other grant advisers in the County e.g. Charities Information Bureau and Wiltshire Council, to help with identifying and developing suitable LCF proposals and to facilitate 6 above.

Re ENTRUST

8. Ensure that all Entrust requirements are met throughout the registration, approval, distribution and monitoring processes, maintaining and completing all necessary records and documentation in a timely manner.
9. Develop good working relationships with ENTRUST staff and responding to any enquiries that arise, co-operate fully in the annual audit, and advise Community First of any additional requirements and changes

Re The Grants Department and Community First Grants Programme

10. Produce written and verbal Grants Programme reports as required by Community First and by funders and ensure that all required documentation is completed in a timely manner.
11. Manage the Community First Grants Programme operational budget
12. Manage the work of the Grants Assistant in order to ensure that all the administrative functions of the Department are efficiently executed, and provide appropriate supervision and support.
13. Identify potential fresh sources and programmes of external grant funding for community groups, and develop proposals to support the continuation and development of the existing grants programmes or new areas of grant giving. (As at February 2010 this includes a small grants fund (SOLVE) with limited resources, and an annual programme known as COMMA.

General Duties

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for own operational budget. Non-budget holders ensure expenditure is necessary and within budget constraints.
- Implement and develop IIP and ACRE Quality Standards
- Participate in the team working approach of Community First

- Take responsibility for her / his own development, inform the line manager of any development needs and take part in prescribed development activities
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Wyndhams Fire Certificate.

Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Equal Opportunities Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.