

**JOB DESCRIPTION**

1. **Service Team Community Services**

1. **Post Title Community Funding Officer**

1. **Post Number BDDC42**

1. **Post Grade Grade E**

1. **Section Community and Economic Development**

1. **Responsible to Head of Community and Economic Development**

1. **Responsible for N/A**

# Main Purpose of Job

1. **To support and enable the voluntary and community sector to help themselves through the funding process.**

1. **To manage and coordinate relevant council funding schemes.**

1. **To identify funding opportunities relevant to the Council and the VCS and co-ordinate the preparation and submission of relevant bids**
2. **To lead and support on relevant Cost of Living interventions across the Borough**

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# Specific Duties

1. **Internally within the council:**

* 1. To manage and co-ordinate relevant council community grant schemes and provide support on any other grant schemes, where required
  2. To act as a lead on relevant UK Shared Prosperity and Rural England Prosperity Grant funding streams
  3. To develop and lead on applications for potential sources of funding which complement the work of Tewkesbury Borough Council, including the Council’s placemaking approach
  4. To collate and maintain a repository of council department bids and gather regular intelligence of funding needs from council services

* 1. To manage community funding schemes, including those impacting on vulnerable people, such as the Household Support Grant

* 1. To identify and develop external funding opportunities

* 1. To report on successful funding to members and committees, where appropriate

* 1. On behalf of the council, attend relevant training and seminars

* 1. To work with the Communications Team to promote funding opportunities and successes and providing stories for the local media

* 1. Work with the Community and Place Development Officers to support developing strong and resilient communities.
  2. To collate and analyse data to inform Council funding streams
  3. To attend the Council’s Green Champions Network and advise on funding opportunities
  4. To maintain and update relevant Council webpages

1. **Externally to the council:**

* 1. To establish and maintain close links and relationships with potential funding partners and agencies

* 1. To run online training, funding fairs and seminars to assist the voluntary sector in making funding applications

* 1. To support and attend the council’s Voluntary and Community Sector Forum
  2. To attend community network events across Tewkesbury Borough to provide funding support e.g. Tewkesbury Know Your Patch, Gloucestershire Funders

* 1. In response to the emergency situations, work with partners to support the Voluntary and Community Sector through the recovery process

* 1. To research funding opportunities and (online) fundraising support platforms available to support the voluntary and community sector

* 1. With reference to funding opportunities, to assess and support capacity, capability and needs of the voluntary and community sector within the Borough

* 1. To match and signpost the needs of the voluntary and community sector with funding opportunities

* 1. To assist and enable voluntary and community sector and other partners to submit funding applications

* 1. Where appropriate, to work with partners to provide a joined up and collaborative approach to funding

* 1. To assist voluntary and community sector in evidencing and researching the needs of their community, to enable bids to be supported

* 1. To identify the priority areas and needs for funding, to assist with ensuring council funding is directed to those most in need

* 1. To help build capacity in communities to enable funding bids to be submitted

* 1. To produce/update funding toolkits and self-help sheets

* 1. To adhere to all Council Policy, in particular Equal Opportunities.

* 1. To undertake any other duties properly assigned from time to time which are appropriate to the grade and character of the post.