



## Job Description

<b>Job Title</b>	Funding Officer
<b>Department</b>	City Bridge Trust (CBT), Town Clerk's
<b>Grade</b>	C
<b>Location</b>	Guildhall, Gresham Street, London EC2
<b>Responsible to</b>	Business Support Manager
<b>Responsible for</b>	N/A

### Purpose of Post

As part of a team of Funding Officers, to work collegiately to provide a core business support function within CBT, anchoring all activity in the organisation's core values, to enable the successful delivery of its charitable funding strategy: tackling inequality in London and enabling every individual and community to thrive.

Its main purpose is to:

- Provide CBT with administrative support.
- Assist with the production of committee and sub-committee papers, the administration of meeting decisions and with servicing internal meetings.
- Provide initial advice & information to potential and current recipients of charitable funding.
- Support the effective monitoring and evaluation of charitable funding agreements/social investments.
- Support the management of data, information and content in respect of relevant databases, shared files, the website and intranet; producing and running reports, uploading and amending information when required.
- Assist with planning and co-ordination of promotional events.

### Main Duties & Responsibilities

1. Assisting with the processing of charitable funding applications and social investment proposals and support the management of existing funding/investment agreements: managing the online application and monitoring system and other databases; updating the databases as applications/proposals and monitoring reports are processed; providing support to Funding Managers (within agreed parameters); and carrying out other related tasks.



2. To lead on a specific area within the business support function, ensuring its effective and efficient delivery, providing support to other team members and identifying areas for development.
3. Assisting with the accurate and timely formulation and preparation of high-quality reports; Committee and Sub-Committee papers; and general correspondence related to charitable funding applications/social investment proposals and their respective agreements.
4. Dealing effectively with a wide range of detailed enquiries (including from Members of the City of London Corporation, senior Corporation staff and representatives of) on matters concerning CBT's work and/or its specific funding processes and those it manages on behalf of others: including but not limited to the City Corporation's Central Grants Programme & Wembley National Stadium Trust.
5. Supporting the effective monitoring and evaluation of the Trust's active charitable funding/investment agreements and initiatives through handling queries, administering the reporting process, updating databases and running data reports.
6. Ensuring that the bespoke document-management systems are maintained accurately and on a timely basis.
7. Undertaking other general administrative tasks which may be required.
8. Able and willing to undertake training as and when required, including on the Trust's database software: to be equipped to undertake all aspects of the CBT business support function to a high standard and to contribute ideas for its continuous improvement.
9. To have a working knowledge of and support the implementation of the Charitable Funding Strategy and other relevant strategies: including the City of London Corporate, Philanthropy, Social Investment and the Responsible Business strategies.
10. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
11. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
12. To undertake any other duties that may reasonably be requested appropriate to the post.
13. From time to time, to undertake grade-appropriate research projects in support of the Trust's work.



## Person Specification

<b>Job Title</b>	Funding Officer
<b>Department</b>	Town Clerk's Department – City Bridge Trust
<b>Grade &amp; Level</b>	C <b>Level: 2</b>
<b>Trent Position Number</b>	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

### Professional Qualifications / Relevant Education & Training / Knowledge

- GCSE (or equivalent) to minimum Grade C in English and Maths or significant experience working at an equivalent level. (A)
- Educated to A Level standard of education (or equivalent) or significant experience working at an equivalent level. (A)
- Good knowledge and understanding of the voluntary and community sector and the issues they face in relation to funding. (I)
- Ability to maintain accurate databases and other information management systems. (A)
- Proficient in the use of PowerPoint, electronic information systems and social media in a working environment. (A)

### Experience Required

- Good experience of working in a charitable or similar organisation, providing administrative support to the application, processing and management of grants (A,I)
- Experience of providing advice and information in response to a wide range of enquiries internally and externally on charitable funding matters. (A, I)
- Experience of data input, retrieval and management. (A, I)
- Experience of working co-operatively in a small team supporting the administration of charitable funding (A)



## Technical and General Skills

- Ability to quickly acquire a good knowledge of CBT's work, its funding processes and related strategies. (I)
- Ability to contribute to the review and development of administrative processes in a business support function. (I)
- Very good written communication skills in order to provide written advice on CBT's work and write correspondence in respect of charitable funding applications, proposals and agreements. (A, T)
- Very good oral communication skills in order to give accurate first line advice and support to internal stakeholders including elected representatives and external bodies on CBT charitable funding processes in a clear and understandable way. (I)
- Very good customer service skills with the ability to show sensitivity to and understanding of the Trust's stakeholders, especially would-be applicants, unsuccessful applicants, as well as grant holders. (I)
- Excellent administrative skills including planning and organising of a varied workload and effective management of information. (A, T)
- Good problem solving skills with the ability to think creatively in order to resolve issues. (A, I)
- An ability to prioritise incoming work, juggle competing priorities and ensure that deadlines are met and tasks fully completed. (A, T)
- An ability to deal with a wide range of routine enquiries including enquiries from all levels within an organisation. (I)
- An ability to use initiative and demonstrative flexibility. (A)
- Excellent general IT skills. (I)
- A demonstrable passion for the highest standards possible and a strong commitment to seeing things through. (A, I)
- The ability to work collegiately as a team. (A, I)

## Other Relevant Information

- Completion of the ECDL Standard Modules in any of the following: Online collaboration, presentation, using databases, project management, web editing would be an advantage although not essential. (A)
- A familiarity with a computerised grants management system is desirable. (A)

## **Recruitment – Note to Applicants**

*The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information. Please be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.*



# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Salary**

The salary range for this job is £28,400 - £31,980 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Contract**

The position is offered on a permanent basis

## **Hours of Work**

Normal hours of work are 9.15am – 5.00pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

## **Annual Leave**

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

## **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.



If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

One month by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

### **Employee Volunteering Programme**

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.