

JOB DESCRIPTION

Job Title	: Funding Support Officer – CRT Support
Reporting to	: Development Manager – CRT Support
Supervision/Management of people	: N/A
Based at	: Head Office, Wombwell
Delivery Areas	: CRT programmes (across English regions)
Salary	: £33,712
Benefits	: Contributory pension, generous holiday entitlement and wellbeing offer

Purpose of the Post

The Funding Support Officer will support the Development Manager of the CRT Support programme. Our CRT Support membership programme provides free support to voluntary, community and social enterprise organisations operating in coalfield communities. Organisations can access funding support, data and statistics, training and workshops and support from our partners, as well as becoming part of a network of organisations across the coalfields.

Our CRT Support members play a key role in improving lives in Britain's coalfield communities and our support aims to strengthen those organisations, building capacity and resilience, enabling them to provide valuable services where they are needed most.

The Funding Support Officer will assist our CRT Support member organisations to access funding opportunities, including CRT grants.

Key Responsibilities:

Funding Support

- Supporting organisations to source and apply for funding, including reviewing draft applications and providing feedback.
- Developing and maintaining supportive relationships with member organisations and acting as a point of contact.
- Producing funding reports for member organisations, as and when requested.
- The production and delivery of funding related training for member organisations.
- Attendance at external or CRT events, as and when needed.

Grant Administration

- Leading on the administration of the CRT Support grants programme.
- Supporting organisations to apply for CRT grants.
- Quality checking applications and checking documentation.
- Authorising payments and completing monitoring visits.
- Producing grants reports for quarterly committee meetings.
- Maintaining accurate records to meet audit requirements.
- Supporting the review of grants processes and documentation, ensuring a member centred and flexible approach.

- Working collaboratively with colleagues, including the CRT Support Programme Assistant, to deliver the CRT Support grants programme.

Health, Safety & Compliance

- Comply with all CRT policies and procedures.
- Contribute towards the delivery of the CRT strategy, Operational plan and overall objectives.
- Support quality, which is embedded in the management system, to national and international standards and regulations, by complying with established processes.
- Undertake training relevant to the role.

Main Requirements of the Post

Creativity & Innovation – Occasional use of creative skills to resolve routine/complex issues encountered within role and amend approaches/procedures within own work area to fit evolving needs; interpreting general guidelines when required.

Contacts & Relationships – Routinely exchange straightforward information and provide clear explanations/detailed advice on general matters; tailoring the communication accordingly without lessening comprehension. Develop one to one client relationships and provide encouragement and guidance over a period of time.

Reason for contact may involve duties of an advisory nature on non-complex issues, and public speaking when attending/delivering training and events. The outcome can have a noticeable effect on the person, service or organisation contacted.

Decisions – Make decisions from established alternatives within clearly defined controls/procedures for the area of work, which will have a material effect on the service. Prioritise work and resolve the majority of problems encountered within the role, only referring problems which are very difficult, unusual or require specialist input.

Resources – Accountable for the use and safekeeping of data systems and small items of equipment, maintaining adequate data protection measures and ensuring confidentiality is observed at all times.

Work Demands - Able to regularly switch from one task to another and occasionally resolve conflicting priorities/resource needs.

Knowledge & Skills – Good standard of practical knowledge and skills to undertake a range of tasks involving the application of readily understood controls, procedures and processes. For example: completing external funding applications, assessing CRT grant applications, working with community groups, and using Microsoft Office and computerised systems.

Knowledge of coalfield areas is beneficial along with a flexible and adaptable approach to work.

Authorities of the Post

The Trust's Senior Leadership Team has assigned authorities for all roles. These authorities are detailed in a separate authorities log and applicable policies and procedures.