



HEXHAM TOWN COUNCIL

Projects and Funding Officer

General Background

This is a new part-time post which has been established to help the Town Council deliver important projects in the town. This will include identifying funding opportunities and the preparation of applications to access external funding.

Purpose of the Job

To project manage and deliver allocated Town Council projects and to assist some of the Council's partner organisations. The duties are to be carried out under the direction of the Town Clerk.

Place of Employment

The post holder will be based at the Town Council office at St Andrew's Cemetery or at home. Occasional travel will be required: no vehicle will be provided but a mileage allowance will be paid. Working hours will be flexible as the post holder will need to attend some evening meetings and occasionally work at weekends.

Salary	NJC Spinal Column Scale SO1 (£27,741 per annum pro rata)
Working Hours	30 hours per week
Duration	Permanent
Closing date	Application forms to be received by noon on 19 November 2021

Further Information

To discuss the post and/or request an application pack (**CVs will not be accepted**), please contact Jane Kevan, Town Clerk, on 01434 609575 or by emailing clerk@hexhamtowncouncil.gov.uk

Job Description

Key Activities and Areas of Responsibilities

- To provide full advice, support, management and delivery on Town Council projects including events, the Sustainability Action Plan, Tourism Strategy, Neighbourhood Plan and Action Plan.
- To research and identify appropriate funding sources and opportunities, from a range of external funding sources, develop and write funding applications, and work on activities on the full end-to-end grant and implementation process.
- To conduct research to support Council projects, aid in budgeting work, write and edit components of grant proposals. The role holder will need to identify and contact appropriate data sources to obtain supporting data for grant proposals, analyse data and prepare it in summary format for Town Councillors.
- To undertake regular research using a variety of methods to identify potential funding streams for outside Council projects that the Council should consider.
- To prioritise grant opportunities based around organisational need and funding criteria/deadlines.
- To deliver socially and environmentally sustainable projects in order to support the development of Hexham as a resilient and thriving community.
- Advise and assist the Council's partner organisations, including for local festivals and events organised by other organisations, on appropriate funding sources and in the preparation and submission of grant applications.

Other Activities and Areas of Responsibility

- Work with external organisations to promote tourism, arts, heritage and culture in Hexham.
- Establish and maintain accurate and effective management, administrative and financial and monitoring systems to process external funding submissions, approvals and project delivery, with full regard to any legislative controls.
- Be responsible for the Health & Safety of own actions and of risk management within the project management process.
- Manage and improve the Council's social media presence.
- Contribute to administrative functions for the Council, including some Committee work and burials administration.
- Attend Full Council, Committee and other meetings as required and prepare reports as required.
- Carry out any other ad hoc duties as specified by the Town Clerk.

Person Specification

Experience and Knowledge	
Essential <ul style="list-style-type: none">• Commitment to and understanding of Council objectives• Ability to demonstrate project management skills, including financial management and monitoring• Knowledge of facilitation and community engagement techniques• Experience of organising and managing events• Knowledge of external resources and preparation of funding bids• Experience of producing clear and precise reports• Good local knowledge• Ability to work unsupervised and to tight deadlines	Desirable <ul style="list-style-type: none">• Full understanding of the functions of local Councils• Ability to demonstrate success in submitting and acquiring external funding bids
Education and Skills	
Essential <ul style="list-style-type: none">• Educated to degree level or equivalent experience• High level of written, communication and interpersonal skills• Excellent organisational skills• Ability to work on own initiative• Ability to prioritise work and manage time to deliver effective results• Computer literate in use of MS Office and associated ICT applications• Committed to ongoing CPD	Desirable <ul style="list-style-type: none">• Website skills• Experience of working in a collaborative way with other organisations within a local community

Values and Attributes	
Essential <ul style="list-style-type: none">• Proactive and dynamic attitude• Highly motivated towards excellence• Ability and willingness to work flexibly, including evenings and occasionally at weekends• Willingness to attend relevant training courses and events• Ensure equality of opportunity in service delivery	Desirable <ul style="list-style-type: none">• Current driving licence and access to transport.