

WESTON-SUPER-MARE TOWN COUNCIL

JOB DESCRIPTION

Post:	Development Officer
Grade:	JG4 - SCP 18-21
Hours:	25 hrs per week
Responsible to:	Deputy Town Clerk/RFO

Management and Relationships

This is a key role, the post holder will be required to liaise, network and maintain good working relationships with a wide range of the Town Council's stakeholders including, colleagues, service managers, grant providers, elected members, community groups, contractors and external agencies.

Purpose of the Job

The role is challenging and varied and focuses on identifying, reporting on and actively pursuing grant funding opportunities for Council services. This includes the researching and writing of grant funding applications and implementation of new projects for the Town Council in line with our strategic aims and objectives.

Responsibilities

To actively pursue grant funding for the Town Council in order to fulfil its strategic objectives, including:

- Acting as the main point of contact for grant providers.
- Conducting public opinion and community consultation research as necessary in the completion of grant applications e.g. questionnaires, focus groups, community consultation exercises for identified projects including collation, analysis and reporting
- Completion of written grant application and supporting documents.
- Maintaining close liaison with the Deputy Town Clerk/RFO on the financial aspects of grant applications.
- Working with other departments and service partners as required.
- Attending and working with the relevant Council committees to advise and update on the grant processes.
- Working as part of a team to ensure the implementation of new projects.
- Maintaining up to date working project files, archive files, including photo files for grant funded initiatives.

- Organising and attending relevant community engagement initiatives.
- Undertaking relevant administrative duties, as required

General

- To provide advice, information and assistance as a representative of the Town Council, as required
- Comply with record keeping procedures in relation to finance and administration.
- Ensuring that systems and processes comply with Town Council Policy and Procedures.
- Complying with the Town Council's Equality and Diversity, Health & Safety and Safeguarding Policies at all times.
- Undergoing such training as shall be identified by the Deputy Town Clerk/RFO.
- Undertake any such other duties as reasonably requested by the Deputy Town Clerk/RFO.
- Assist with the Town Council's civic and community programme.