###### groundwork logo green on whiteGroundwork London Job Description

Job Title: Programmes Officer (Grants)

**Responsible to: Programmes Manager (Grants)**

Responsible for: Volunteers

Location: Groundwork London Baron Street Islington office, with a requirement to work across London

Job Background:

Groundwork London is responsible for a number of grant schemes across a variety of areas of environmental and regeneration projects, including the TfL Cycling Grants London, GLA Greener City Fund, London Family Fund, Culture Seeds and Our Space Award.

The Programmes Officer supports the Programme Manager in the delivery of the Trust’s grants programmes, requiring the post holder to communicate and liaise effectively with applicants, grant money recipients and other stakeholders. The role undertakes grant application queries and processing, project monitoring and the generation of reports within contractually agreed timeframes. In addition the officer will provide support as required across the team and coordinate training activities for Grant applicants and recipients.

Main Objectives:

* Coordinate and deliver pan-London grant schemes and other programmes as required.
* Process submitted applications and complete monitoring and reporting for grant funded projects.
* Provide advice, support and training to potential and existing grant applicants and recipients.
* Coordinate and administer panels and decision making groups.
* Act as a key point of contact for enquiries from the public in respect of all current grant schemes.

Key Tasks & Responsibilities:

* Coordinate and deliver pan-London grant schemes and other programmes as required.
* Manage the implementation of projects, ensuring the delivery of objectives and outputs to agreed timescales and within budget.
* Set up and manage project budgets and outputs, including recording and monitoring project performance measures on the Groundwork Project Information Management System (PIMS) as required.
* Provide advice, support and training to potential and existing grant applicants and recipients.
* Coordinate and administer project monitoring and reporting for projects delivered by funded groups as required.
* Coordinate and deliver grant holder monitoring, project visits and training sessions, including the production of case studies.
* Coordinate and deliver various panel and decision making groups, maintaining administrative and reporting systems to ensure an effective decision making and reporting process is fulfilled.
* Act as a key point of contact for all enquires, fielding questions and responding to interested groups.
* Utilise established procedures to process grant applications.
* Form and maintain effective partnerships which are engaged in programme development and delivery.
* Monitor and evaluate projects in accordance with funder requirements, ensuring timely and accurate reporting to funders.
* Contribute to the development and maintenance of efficient administrative systems and processes for grants programme management and development.
* Support the development of new programmes.
* Provide effective management of volunteers as required.
* Actively participate in team meetings and activities, ensuring effective internal communication, sharing of learning and the support of team members.
* Work with the Groundwork London PR and Communications Team to promote and communicate the opportunities and successes of the different grant programmes.
* Implement Groundwork’s commitment to best practice and continuous improvement.

Other Responsibilities

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Executive Team.
* Work with due regard for Groundwork London’s core values and objectives.
* Ensure the effective implementation of and adherence to, the Trust’s Diversity, Equal Opportunities and Health and Safety policies and procedures.
* All staff, the Board and volunteers will actively support, in their daily operations and duties, Groundwork London’s Environmental Management System

Personal and Professional Development

* Participate in the Groundwork London Performance Management and Appraisal process, and agree short, medium and long-term goals with line manager, and direct line staff.
* Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met.
* Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust’s training and development programme.

February 2019

**Position No: ID595**

**Person Specification**

**Note to Applicant: When completing your application form, you should demonstrate /evidence the extent to which you have the necessary education, experience, knowledge and skills identified as required by the Person Specification criteria for the post.**

| **Position Name: Programmes Officer (Grants)** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job** Factors | **Criteria No** | **Person Specification Criteria** | Ranking | **Criteria to be tested by the following** | | | | | |
| **E = Essential**  **D = Desirable** | **Application Form** | **Interview** | **Presentation** | **Practical Exercise Test** | **Work Simulation Test** | **Certificates or Qualifications** |
| **Education, Qualifications & Experience** | **1** | Further Education qualification and / or a minimum of one years’ experience in a related role. | E | **✓** | **✓** |  |  |  | **✓** |
| **2** | Proven experience of either grants or contract administration. | E | **✓** | **✓** |  |  |  |  |
| **3** | Ability to supervise and manage volunteers | D | **✓** | **✓** |  |  |  |  |
| Competencies | **4** | Awareness of urban environment, community development or environmental issues. | E | **✓** | **✓** |  | **✓** |  |  |
| **5** | Good knowledge of MS Corporate Software applications including ability to develop, use and interrogate databases & Excel | E | **✓** | **✓** |  |  |  |  |
| **6** | Excellent verbal and written communication skills with the ability to set out and report information in a clear and structured manner | **E** | **✓** | **✓** |  |  |  |  |
| **7** | Well-developed diplomacy and interpersonal skills, and the ability to relate easily to colleagues, and to external partners. | **E** | **✓** | **✓** |  |  |  |  |
| **8** | Excellent organisational, co-ordination and liaison skills and ability to organise meetings with stakeholders at all levels. | **E** | **✓** | **✓** |  |  |  |  |
| **9** | Ability to utilise complex administrative and monitoring systems with high levels of accuracy. | **E** | **✓** | **✓** |  | **✓** |  |  |
| **10** | Strong team skills with the ability to prioritise conflicting demands, achieve targets and support colleagues. | E | **✓** | **✓** |  |  |  |  |
| **11** | Ability to manage time effectively, and work with minimal supervision. | **E** | **✓** | **✓** |  |  |  |  |
| **12** | Understanding of the General Data Protection Regulations (GDPR); ability to maintain systems and information to ensure the effective security of information provided and held by the service. | **E** | **✓** | **✓** |  |  |  |  |
| Other requirements | **13** | Ability to work occasionally out of hours | **E** |  | **✓** |  |  |  |  |
| **14** | Commitment to Equality, Diversity and Equal Opportunity | **E** |  | **✓** |  |  |  |  |