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

Job Title: Senior Programmes Officer (Grants)

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

Responsible for: Programmes Officer (Grants) Programmes Assistants (Grants), Volunteers

Location: Groundwork London Baron Street Islington office, with a requirement to work across London and occasionally the south of England.

Job Background:

Groundwork London is responsible for a number of grant schemes across a variety of areas of environmental and regeneration projects, including the ESFA Community Training Grants, TfL Walking and Cycling Grants London, GLA Greener City Fund, London Family Fund, Culture Seeds, Summer Sports activities, Stronger Together and Our Space Award.

The Senior Programmes Officer supports the Programme Manager in the management, coordination and delivery of the Trust’s grants programmes, focusing on effective communication with grant recipients and funders, programme planning, budgeting and monitoring, stakeholder management and coordination of grant recipient training activities.

Main Objectives:

* Coordinate and manage multiple pan-London Grants programmes on time, to budget and to the highest standards.
* Manage day-to-day operational activities of the Grant team programmes ensuring individual and team targets are met and ensure operational issues are identified and resolved in a timely and effective manner.
* Build, maintain and manage funder and stakeholder, including the production and presentation of monitoring and evaluation reports.
* Provide advice, support and training to potential and existing grant applicants.
* Coordinate and administer panels and decision making groups.
* Line management of other team members

Key Tasks & Responsibilities:

## Management

* Manage and coordinate a number of pan-London Grants programmes as part of the Grants team portfolio, working closely with the Programme Manager (Grants) to ensure the projects are delivered on time, to budget and to the highest quality standards.
* Establish and monitor project budgets and outputs, including recording and monitoring project performance measures on the Groundwork Project Information Management System (PIMS) as required.
* Manage the implementation of projects, ensuring the delivery of objectives and outputs to agreed timescales and within budget.
* Manage and coordinate grant application processes and monitoring systems to ensure funders requirements are met.
* Actively participate in team meetings and activities, ensuring effective internal communication, sharing of learning and the support of team members.
* Manage and deliver various panel and decision making groups, maintaining administrative and reporting systems to ensure an effective decision making and reporting process is fulfilled.
* Work with the Groundwork London PR and Communications Team to promote and communicate the opportunities and successes of the different grant programmes.
* Manage relationships with other Groundwork Trusts on specific Grant Programmes where required, particularly Groundwork South.
* Implement Groundwork’s commitment to best practice and continuous improvement.

## Administrative support and data management

* Provide advice, support and training to potential and existing grant applicants and recipients, whilst supporting other members of the grants team to do the same.
* Maintain and operate the necessary administrative systems to ensure optimal use is made of the Grants team members’ time.
* Log programme impact data, extract information and analyse as required and liaise with funders regarding impact of programmes.
* Log and deal with complaints, bringing these to the attention of the Programme Manager (Grants) as required.

## Funder Liaison

* Act as first point of contact to funders
* Lead the monitoring and evaluation of projects in accordance with funder requirements, ensuring timely and accurate reporting to funders
* Respond to letters and emails from participants and wider stakeholders
* Support and ensure that the Grants team comply with contractual requirements.

## Development

* Maintain an up-to-date knowledge of grants, funding streams, policies and services related to the Grants team
* Contribute to the development and maintenance of efficient administrative systems and processes for grants programme management and development.
* Help maintain relationships with funders and scope the possibility for further work and opportunities.
* Assist in the creation and development of grant programmes in line with funders’ aims.
* Support the development of bids and funding proposals.

**Recruitment and management of staff**

* Joint line manage the Grants team, taking part in the recruitment of Programme Officers and Assistants and managing the new starter training programmes;
* Provide assistance in the recruitment of staff and volunteers.
* Line-manage Programmes Officer(s), Programmes Assistant(s) and Volunteers, developing and monitoring the performance and capacity of staff.
* Ensure ongoing professional learning and development of staff, including regular audits to ensure professional best practice and operational compliance to funders.

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
* To play a proactive role in identifying 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 publicise our work
* 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.

June 2019

**Position No: ID620**

**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: Senior Programmes Officer (Grants)** |
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| **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 suitable experience in a related role. | E | **✓** | **✓** |  |  |  | **✓** |
| **2** | Proven experience of either grants or contract administration. | E | **✓** | **✓** |  |  |  |  |
| **3** | Experience of line-managing staff or 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** | Proven experience in grants programme management, coordination and delivery, including ensuring projects are delivered on time and to budget. | E | **✓** | **✓** |  | **✓** |  |  |
| **7** | Proven experience in establishing and executing project monitoring and evaluation. | **E** | **✓** | **✓** |  |  |  |  |
| **8** | Excellent verbal and written communication skills with the ability to set out and report information in a clear and structured manner  | **E** | **✓** | **✓** |  |  |  |  |
| **9** | Well-developed diplomacy and interpersonal skills, and the ability to relate easily to colleagues, and to external partners. | **E** | **✓** | **✓** |  |  |  |  |
| **10** | Excellent organisational, co-ordination and liaison skills and ability to organise meetings with stakeholders at all levels. | **E** | **✓** | **✓** |  |  |  |  |
| **11** | Proven ability to utilise complex administrative and monitoring systems with high levels of accuracy. | **E** | **✓** | **✓** |  | **✓** |  |  |
| **12** | Strong team skills with the ability to prioritise conflicting demands, achieve targets and support colleagues. | E | **✓** | **✓** |  |  |  |  |
| **13** | Ability to develop and maintain a range of high level partnerships and working relationships with funders, external stakeholders and partners. | **E** | **✓** | **✓** |  |  |  |  |
| **14** | Ability to manage time effectively, and work with minimal supervision. | **E** | **✓** | **✓** |  |  |  |  |
| **15** | 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 | **16** | Ability to work occasionally out of hours  | **E** |  | **✓** |  |  |  |  |
| **17** | Commitment to Equality, Diversity and Equal Opportunity | **E** |  | **✓** |  |  |  |  |