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

Job Title: Senior Programmes Officer (Grants)

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

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

Location: London, hybrid working – three days a week in Groundwork London offices, primarily Angel (Islington)

Job Background:

Groundwork London is responsible for a number of pan-London grant schemes across a variety of areas of community, environmental and social regeneration, including the TfL Walking & Cycling Grants London, the GLA Rewild London Fund and MOPAC’s Shared Endeavour Fund.

In this role, you will be working on a range of environmental and social regeneration grant programmes that benefit thousands of Londoners. The Senior Programmes Officer plays a key role within the grants team in supporting the management, coordination and delivery of the Trust’s pan-London grant programmes. The post holder must be able to effectively communicate with applicants, grant recipients, stakeholders and funders, and be skilled in programme planning, budgeting and monitoring, relationship management and coordination of grant recipient training activities.

**Main Objectives:**

* Coordinate and manage multiple pan-London grant programmes on time, to budget and to the highest standard.
* Manage day-to-day operational activities of the grants 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 positive funder and stakeholder relationships.
* Implement effective monitoring processes for grantees and produce funder evaluation reports on time and to a high quality.
* Provide advice, support and training to potential applicants and grant recipients.
* Coordinate and administer panels and decision-making groups.
* Supportive line management of other team members.

Key Tasks & Responsibilities:

## Management

* Manage and coordinate a number of pan-London grant programmes as part of the grants team portfolio, working closely with the Team Manager (Grants) and Grants Manager to ensure the projects are delivered on time, to budget and to the highest 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.
* 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 and Groundwork UK.
* Implement Groundwork’s commitment to best practice and continuous improvement.

## Administrative support and data management

* Provide advice, support and training to potential applicants and existing grant 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 Team Manager (Grants) as required.

## Funder Liaison

* Act as first point of contact to funders and build strong working relationships.
* Lead the monitoring and evaluation of projects in accordance with funder requirements, ensuring timely and accurate reporting to funders.
* Respond to letters, emails and phone calls from funder, participants and wider stakeholders in a timely and professional manner.
* 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 grant 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, Equality & Inclusion as well as Health and Safety and Safeguarding 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.

**March 2024**

HR :201/1200 SPO

**Person Specification – Senior Programmes Officer (Grants)**

**Note to Applicant:** When completing your application form, you should demonstrate/evidence your experience, knowledge, skills and education in your application based on these criteria for the post. The grid also shows which stage of the application and interview process these are scored.

| **Criteria** | **Essential or Desirable** | **Application form** | **Interview** | **Task or****Portfolio** | **Certificates or Qualifications** |
| --- | --- | --- | --- | --- | --- |
| 1 | Suitable and proven experience in a related role of either grants or contract administration. | D | **✓** | **✓** |  |  |
| 2 | Experience of line-managing staff and/or volunteers. | E | **✓** | **✓** |  |  |
| 3 | Awareness of urban environment, community development and/or a keen interest in environmental issues and community led solutions.  | D | **✓** | **✓** | **✓** |  |
| 4 | Good knowledge of MS Office 365 applications and skills to develop, use and interrogate databases and Excel data. | E | **✓** | **✓** |  |  |
| 5 | Proven experience in project management, coordination and delivery, including ensuring projects are delivered on time and to budget. | E | **✓** | **✓** | **✓** |  |
| 6 | Strong skills in creating, setting up project monitoring and evaluation to meet funders’ requirements and for beneficiaries to be able to effectively manage the grants. | **D** | **✓** | **✓** |  |  |
| 7 | Excellent verbal and written communication skills including reporting programme information in a clear and structured manner to a range of audiences. | **E** | **✓** | **✓** |  |  |
| 8 | Well-developed diplomacy and interpersonal skills to be able to relate to and understand the needs of colleagues and their projects, and to successfully manage external partner expectations.  | **E** | **✓** | **✓** |  |  |
| 9 | Excellent organisational, coordination and liaison skills and ability to deliver innovative and high quality meetings with all stakeholders. | **E** | **✓** | **✓** |  |  |
| 10 | Proven ability to manager data and project flies and key monitoring systems to a high levels of accuracy. | **E** | **✓** | **✓** | **✓** |  |
| 11 | Strong team skills with the ability to prioritise competing demands, ensure programmes achieve targets and support colleagues across the team as required. | E | **✓** | **✓** |  |  |
| 12 | Excellent communications skills to maintain and develop new partnerships and working relationships with funders, external stakeholders to maximise repeat business and future opportunities. | **D** | **✓** | **✓** |  |  |
| 13 | Ability to manage time effectively, and work with minimal supervision. | **E** | **✓** | **✓** |  |  |
| 14 | Understanding of the Data Protection Act 2018 and GDPR regulations; to maintain compliant systems and information, ensuring the effective security of information provided to and held by the service. | **E** | **✓** | **✓** |  |  |
| 15 | Willingness to work occasionally out of hours as required by the needs of the post.  | **E** |  | **✓** |  |  |
| 16 | Commitment to Groundwork London’s diversity, equality and inclusion in practice in the workplace and across communities | **E** |  | **✓** |  |  |