



Job Description

Job title:	Social Investment Cymru Project Officer
Responsible to:	Head of Social Investment Cymru
Salary:	WCVA Grade C: £28,224 increasing to £29,912 per annum following successful completion of a six month probationary period.
Base:	Any location / remote working
Annual Leave:	25 days per annum, plus bank holidays, plus five discretionary days
Travel:	Use of public transport is preferred; when this is not convenient staff may use their own vehicles or the car rental system. Mileage rates are paid in accordance with recommended Inland Revenue rates
Hours:	35 hours per week. A flexi time scheme is in operation and time off in lieu is permissible for any work required to be undertaken outside of normal hours.
Superannuation:	The post will attract a contribution of 9% of annual salary to WCVA's approved pension scheme.
Language skills:	Welsh language skills would be an asset to the post.

AIM OF THE POST

As part of the Social Investment Cymru team assisting the delivery of all aspects of activity including the Social Business Growth Fund (SBGF) in providing innovative financial support to social businesses in Wales. You will lead on ensuring the successful completion of approved investments through ensuring that all paperwork and pre-financial drawdown checks have been completed. In addition, you will be a vital member of the team supporting and undertaking other tasks such as assessments of applications and ongoing performance management of supported social businesses.

This will be achieved by providing:

- Accurate and timely assessments of applications for financial assistance
- Monitoring of deals that have been made by making sure all monitoring and evaluation requirements are met
- Ensuring effective decisions are made in order to ensure a quality service is provided to all internal and external customers
- Support to continuous improvement and innovation.

MAIN DUTIES

- Ensuring satisfactory completion of all monitoring and evaluation activity for the funds invested by SIC including SBGF
- Undertaken thorough written assessments of submitted applications;
 - checking eligibility of applicants against SBGF and organisational requirements
 - undertaking financial appraisal of applicants, taking into account:
 - delivery capacity of their organisations
 - technical assistance and development needs
 - preparing applications for the SBGF Panel, including detailed assessment and risk analysis
 - providing recommendations to the Panel in terms of the aims and criteria of SBGF specifying the nature and type of investment, including terms and conditions
- Utilising identified support networks to assist WCVA in undertaking assessment and risk analysis within guidelines
- Utilising identified support networks to support applicant organisations in preparing appropriate supporting information for applications
- Providing advice and technical support on SBGF issues internally to WCVA staff and to the SBGF Panel

- Identifying social businesses with the potential for growth within the designated areas
- Providing advice and guidance to organisations wishing to apply for financial assistance from SBGF through distribution of information, visits, surgeries etc
- Promoting SBGF through presentations and external events with relevant network contacts
- Working with partner organisations and others to ensure that the SBGF is promoted and marketed extensively through all available networks
- Leading the delivery of the SBGF to successful applicants and managing a designated portfolio ensuring their ongoing compliance
- Support the capture, analysis and dissemination of impacts and results generated by SBGF for Welsh European Funding Office and external stakeholders
- Provide regular reports on the performance of SBGF for internal and external scrutiny
- Assisting other WCVA staff with policy-makers and other strategic players over the implications of the SBGF for broader funding and support initiatives towards the social business sector
- Support the design, implementation and delivery of the next generation of repayable assistance products

This is not an exhaustive list. The post holder may be asked to carry out additional duties from time to time or, as required, by the developing needs of the service or organisation.

As WCVA is part financed by European Funding (through the Welsh European Funding Office) some of your duties may require you to spend time working across these projects. The WEFO references for these projects are 80845, 80846, 80847 and 80848.

PERSON SPECIFICATION

The following are *essential skills* (candidates who cannot demonstrate these will not be short listed)

1. Strong monitoring and evaluation skills for grant and/or loan activity as evidenced by track record and experience.
2. Good financial risk assessment and business analysis skills as evidenced by track record, experience, professional qualifications etc
3. An ability to work effectively across the public, private and third sector at all levels
4. A strong desire to assist social businesses to overcome their barriers to growth
5. An understanding of the challenges facing the social business sector
6. A track record of being able to provide a consistent, transparent and non-discriminatory service that provides the highest quality provision to applicants whilst adhering to strict regulatory and contractual needs
7. The confidence to communicate complex guidance and difficult decisions to beneficiary organisations that is constructive and clear, both orally and verbally

8. Good IT skills
9. Good oral and written communication skills including presentations, negotiations and meetings with external parties in the private, public and charitable sector
10. An ability to work on your own initiative with an adaptable attitude towards altering work plans at short notice to meet changes in priorities and taking on challenging tasks as required for wider team and WCVA
11. A flexible and adaptable approach with a willingness to work unsociable hours to meet the needs of the project
12. A commitment to equal opportunities

The following are *desirable skills* (these skills are preferable, and would enhance the application)

1. Project management knowledge preferably but not essential of using PRINCE2 or alternative project methodology
2. Experience of grant or loan making especially in the preparation of documentation prior to financial drawdown
3. A sound understanding and knowledge of European Funding in particular European Social Fund and other forms of Funding and the challenges facing operations and beneficiaries working within the European Funding system
4. Welsh Language skills would be an asset to the post; the appointed candidate is expected to display an awareness of and support compliance with the Welsh Language Standards.

