



Job Description

Job title:	Grants Support Officer
Responsible to:	Grants & Income Manager
Group(s):	Invest
Activities:	Grants
Salary:	£24,473 increasing to £26,072 per annum following successful completion of a 6 month probationary period.
Base:	WCVA operates a hybrid and flexible working policy which means our people can work a proportion of their time at our offices or remotely (including at home). We are a pan Wales organisation with office hubs in Aberystwyth, Cardiff and Rhyl that staff can utilise. There will be a requirement to attend some specific staff events and work engagements at our offices.
Annual Leave:	25 days per annum, plus bank holidays, plus five discretionary days (pro rata)
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; flexibly.
Superannuation:	The post will attract a contribution of 9% of annual salary to WCVA's approved pension scheme.

Language skills:

Understand the main points when someone talks about common or everyday topics, or when things to do with work are discussed, for example, in conversation, or in a small group meeting in Welsh.

PURPOSE

Within the Invest group you will help support WCVA to become the leading multi format funder in Wales, innovating to support the sector whilst leveraging our funding relationships to further our impact and delivery.

As a support officer in the Grants activity, you will help deliver the work that enables WCVA to become an exemplar grant funding operation that enables the voluntary sector in Wales to be impactful in their communities

MAIN DUTIES

- Undertake assessment of funding applications in accordance with WCVA's grant management policy and procedures
- Providing a first level of support and excellent customer service, via email and telephone to groups wishing to apply to the Funds
- Ensuring funded organisations comply with terms and conditions of their grants, through effective project management, monitoring, evaluation and audit, and taking appropriate corrective action
- Ensuring that information from funded organisations is collected and collated effectively to meet outcome reporting and record management requirements
- Work to the appropriate processes and systems to effectively contribute to the delivery of the grant funds' agreed objectives and performance targets adhering at all times to performance, audit, risk and governance policy requirements in respect of both WCVA and Welsh Government regulatory requirements.
- Contribute to the production of management information including reports to the Panel, Welsh Government, partners and other stakeholders to meet agreed reporting timescales and on an ad-hoc basis as and when required.
- Promote the Funds by producing bilingual communications materials and maintaining an online presence e.g. website and social media platforms
- Be responsive to emerging issues and trends which impact on your work, the work of your team, and the Funds
- Organising and servicing contract management and panel meetings and with key stakeholders and partners
- Carrying out any other reasonable tasks within WCVA as requested by line manager

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.

PERSON SPECIFICATION

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

1. Able to hold an extended conversation in Welsh with a fluent speaker on a familiar topic to do with everyday life or immediate work-related topics. Able to understand straightforward short articles or emails on everyday topics to do with work and write letters/emails on most topics, asking for things, giving information, inviting someone to an event.
2. Experience in the use of efficient operational systems and processes including online databases/grant application or management systems
3. Experience of the operation of funding schemes and working with individual funded projects to ensure they deliver objectives, including resolving issues faced by individual projects
4. Good written and verbal communications skills using a variety of methods including social media, websites, information sheets, presentations, case studies and project reports
5. Good numerical skills and an understanding of the requirements of working with financial data and a competency in the use of Microsoft Excel functions
6. Excellent IT skills, including experience of using databases, spreadsheets, email and word processing, preferably Microsoft Office.
7. Experience of working effectively as part of a team and meeting deadlines consistently
8. A highly organised approach to work with the ability to manage your own workload with minimal supervision
9. An ability to have 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.
10. A commitment to promoting a culture where discrimination is eliminated and to provide an environment of equal opportunities where everyone recognises the positive contribution a diverse workforce and community can make

The following are *key skills* (these skills are needed for the role but could be acquired on the job or through training within 6 months of appointment)

1. Knowledge of key policy areas including: Biodiversity, environmental enhancements including waste minimisation and International development and Wales' contribution to the United Nations Sustainable Development Goals (SDG)
2. Experience of providing advice and training to organisations on funding, grant application and project management best practice