

CUMBRIA COUNTY COUNCIL JOB PROFILE

POST TITLE: Grants Administration Officer
POST HOLDER:
DEPARTMENT: Cumbria Fells and Dales RDPE LEADER, Environment
LOCATION: The Old Stables, Redhills, Penrith
GRADE: Sc3
FTE: 0.65 (24 hours)
DURATION: Fixed term to 31st March 2013
RESPONSIBLE TO: Programme Administrator

1 PURPOSE OF JOB

- 1.1 To provide administrative support for the grant schemes operated by the Cumbria Fells and Dales Local Action Group.

2 PRINCIPAL ACCOUNTABILITIES

- 2.1 Co-ordination of project progression through the application, appraisal, approval and monitoring processes.

3 KEY TASKS

- 3.1 Responsible for supporting the decision making body by organising meetings, setting agendas and taking minutes.
- 3.2 Carry out data input duties using the full range of IT software; ensuring work is accurate, timely and conforms to Cumbria County Council corporate standards.
- 3.3 Maintain a Management Information System for monitoring project status and to support reporting and audit.
- 3.4 Deal with queries from the public regarding eligibility for the small grant schemes and the application, monitoring and claims processes.
- 3.5 Liaise with the Regeneration Support Team regarding project claims.
- 3.6 Lead on the production of Offer Letters.
- 3.7 Collate output data and record onto the appropriate system
- 3.8 Collate project claims for submission.

4 RESPONSIBILITIES

4.1 Self-Management

- a) to develop personal skills which will contribute to effective team-working within the Staff Team and promote quality and excellence in dealings with clients and partners to the overall benefit of economic regeneration in Cumbria.
- b) To take personal responsibility, with the support of the programme administrator, for your own training and development needs, so as to meet fully the objectives of the Staff Team and your own career potential.

5 MAGNITUDE OF THE JOB

The financial scope of the funding programme managed by the RDPE is £8m. The Small Grants Schemes will account for >£2m. This is a front line post dealing with a large number of queries and applications and operating in a detached office with minimum supervision.

6 ORGANISATION

The post will report to the programme administrator

7 QUALIFICATIONS AND SKILLS

Evidence of working with financial information

Evidence of managing accurate information systems to support audit

IT skills, especially word processing, database and spreadsheets

Customer care

Ability to work within a team structure and good communicator

Ability to work with minimal supervision

Well organised and able to deal with the demands of a small and very busy office environment

8 DATE OF ISSUE

May 2009.

CUMBRIA COUNTY COUNCIL

PERSON SPECIFICATION

Post Title: Grants Administration Officer

Department: Environment (RDPE: Cumbria Fells and Dales LAG)

	Essential	Desirable
1. Qualifications / Training	Good organisational skills	Operation of European Funding grants and claims processes
2. Relevant Experience	Financial and/or grant administration	Business planning
3. Knowledge	Good level of numeracy	Supporting committees and/or decision making bodies including minute taking
4. Skills/Abilities	Good interpersonal skills, including an appropriate level of assertiveness and negotiation skills Thorough knowledge of Microsoft Office including Excel and Access	Interest in farming, local food, local products or small businesses Appreciation/ understanding of the small business/voluntary sector
5. Personal Skills	Ability to work effectively in a team but also capable of working on own initiative Ability to meet tight deadlines and complex workloads	Experience of operating in a partnership environment Experience of operating in a partnership environment
6. Special Requirements	Ability to travel	