

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Crisis and Resilience Fund Officer	JEID	R0392
Salary Grade:	K		
Team:	Community Partnerships		
Service Area:	Strategy, Planning and Governance		
Primary Location:	To be confirmed (Warwick Shire Hall, or Rugby Town Hall, or Nuneaton Town Hall)		
Political Restriction	This position is not politically restricted.		
Responsible to:	Community Partnerships Service Manager		
Responsible for:	Coordination and delivery of Crisis and Resilience Fund activity		

Role Purpose

To support the effective delivery, governance and management of the Council's Crisis and Resilience Fund, ensuring that funding is allocated and administered in line with agreed Council priorities and Department for Work and Pensions requirements. The role will coordinate key funding strands and the Community Grant Scheme, manage partner relationships and compliance, support reporting and budget management, and provide guidance to elected members, senior managers and partners to help strengthen local responses to crisis, resilience and wider financial inclusion issues.

Role Responsibilities

1. To oversee the delivery of projects and offers that align to the Council's agreed approach to the Crisis and Resilience Fund.
2. To support the establishment, development, and maintenance of the Council's governance arrangements around the Crisis and Resilience Fund.
3. To provide support and guidance in the development of a clear strategy for the allocation of funding, including the creation and submission of annual delivery plans to the Department for Work and Pensions.
4. To establish and manage the larger grant funding agreements for the Resilience and Community

Support strands, with tasks to include:

- Coordinate the strands and act as the main contact for enquiries.
 - Co-produce partner offers that meet Crisis and Resilience Fund and Department for Work and Pensions requirements.
 - Agree compliant grant routes with Procurement and Legal colleagues.
 - Ensure grant agreements include clear outcomes and reporting requirements.
 - Manage partner relationships, compliance, monitoring and reporting.
5. To deliver the Crisis and Resilience Fund Community Grant Scheme, with tasks to include:
 - Coordinate the Grant Scheme and act as the main contact for enquiries.
 - Develop application, assessment and monitoring processes.
 - Work with Communications colleagues to promote the scheme.
 - Manage scheme administration, including payments, with Business Support colleagues.
 - Ensure reporting meets Crisis and Resilience Fund and Department for Work and Pensions requirements.
 6. To facilitate the development of and provision of support and guidance to elected members as community leaders in their role around promoting the Crisis and Resilience Fund and the support this provides.
 7. To provide support and guidance to senior managers across the Council in their engagement with local areas and communities in respect of the Crisis and Resilience Fund and wider financial inclusion matters.
 8. To support the Head of Service and Service Manager, in managing the wider Crisis and Resilience Fund programme, with tasks to include:
 - Coordination of six-monthly returns to the Department for Work and Pensions.
 - Reports on the delivery and impact of projects and offers for senior managers, Portfolio Holder, and Overview and Scrutiny Committee.
 - Budget management.
 - Working with a wide range of Council services, including Communications, Business Support and Finance.
 - Working with partners across the voluntary and community sector, private sector, and public sector, including Health, Borough and District Councils, and Town and Parish Councils.
 9. To undertake personal Health and Safety responsibilities under the Health and Safety at Work etc. Act 1974 ensuring safe systems of work are complied with.
 10. Any other duties that are allocated from time to time including deputising for the Service Manager when necessary and contributing to the overall functions of the Community Partnerships Service as required
 11. To ensure that all activities are operated in accordance with equalities legislation and Warwickshire County Council's Equal Opportunities policy.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

A good standard of education	A, I
3-years Local Government, public, or voluntary and community sector experience	A, I
Experience of working with Councillors and/or Senior Managers in a Local Authority	A, I
Experience of direct work with voluntary and community sector organisations	A, I
Experience and knowledge of financial inclusion matters	A, I
Experience of managing funding and budgets	A, I
Excellent oral and written communication skills	A, P, I
Keyboard skills and ability to generate own reports and presentations	A, P, I
Proven project management skills	A, P, I
A good grasp of the key issues facing Local Government	A, P, I
Negotiating and influencing skills	A, P, I
Political sensitivity	A, P, I
Ability to use initiative, act independently and be proactive	A, I
Ability to plan and prioritise workload and to organise time effectively	A, I
Ability to work to deadlines	A, I
Ability to build and maintain good relationships, networks and partnerships with a range of colleagues and organisations	A, I
Ability to work in a non-discriminatory way with all individuals and groups	A, I
Ability to travel effectively throughout Warwickshire	I

Desirable Criteria

Assessed By:

Experience of work on joint projects or partnerships with other agencies/departments	A, I
Recognised project management qualification	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
☐ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
☒ Significant use of computers (display screen equipment)	☐ Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☒ Face-to-face contact with members of the public
☐ Other (please specify):	