



## Job Description

<b>Job title:</b>	Grants Support Officer
<b>Responsible to:</b>	Grants & Income Manager
<b>Group(s):</b>	Invest
<b>Activities:</b>	Grants
<b>Salary:</b>	WCVA Grade £27,101 rising to £32,323 per annum. The starting salary will be £27,101, with progress through the salary range linked to successful completion of probation period and our performance review process.
<b>Base:</b>	WCVA operates a hybrid and flexible working policy which means you can work a proportion of your 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.
<b>Annual Leave:</b>	25 days per annum, plus bank holidays, plus five discretionary days
<b>Hours:</b>	35 hours per week; flexibly.
<b>Superannuation:</b>	WCVA provides a contribution of 9% of your annual salary to its approved pension scheme.
<b>Welsh Language Category:</b>	Desirable

## **AIM OF THE POST**

Within the Invest group you will 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 our Grants team, you will play a key role in making WCVA the leading and most innovative funder in Wales. Your work will help us run an exceptional grants programme, empowering voluntary organisations to make a real and lasting impact 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 the

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 do not demonstrate how they meet the following skills will not be short listed)

1. A commitment to WCVA's purpose.
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 with the ability to manage your own workload with minimal supervision.
9. 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 foster a culture of equity, diversity, inclusion, and anti-racism where everyone feels they belong. This requires actively challenging discriminatory practices, creating an environment where each individual has equal opportunities to thrive, and valuing diverse perspectives.

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

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

1. 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.