

**The Job Title** – Funding Manager

**The Salary and Rewards** – This is a Band B post

**Your contribution to the OPCC will be;** to develop and manage grant programmes and funding applications, maximising impact for communities and increasing the resources available to the area.

**Your business as usual will include;**

- Maintaining a detailed understanding of emerging national policy and the operating environment on potentially complex funding, policing and safety issues, in order to lead the PCC's grant funding service.
- Managing staff either directly or indirectly to achieve the outcomes agreed by the PCC.
- Managing the PCC's community and partnership grant programmes to ensure they are delivered effectively, including ensuring robust governance, value for money and outcomes that contribute towards achievement of the Police and Crime Plan.
- Promoting the PCC's grant programmes, seeking a diverse range of quality applications and demonstrating impact of successful awards.
- Acting as a central point of contact for prospective applicants, providing advice on their potential suitability.
- Ensuring that grant applications are thoroughly scrutinised and meet eligibility criteria, and facilitating partner/community input into decisions.
- Ensuring that community and partnership grants offered by the OPCC to others are robustly managed and that the OPCC can evidence the outcomes achieved
- Managing programme performance, in terms of spend, milestones and outcomes, identifying any issues at an early stage, highlighting risks and recommending and ensuring the implementation of corrective actions.
- Identifying, prioritising and pursuing opportunities for securing external funding, including working with OPCC colleagues and partners to formulate and develop bids and partnership projects.
- Representing the PCC at key partnership meetings in progressing funding opportunities and grant management objectives at a local, regional and national level.
- Managing the delivery of appropriate externally-funded projects arising from successful funding bids by the OPCC, ensuring funding conditions are met.
- Championing an evidence-based approach to grant-making, with a focus on "what works" and effective measurement of outcomes.
- Commissioning and undertaking relevant project and programme evaluation.
- Producing well-articulated reports and presentations in a variety of formats in a variety of business settings.

Job Description

| Decision Making  | Leadership  | Managing Risk  |
|--|---|--|
| Has delegated financial authority commensurate with the role. Could be asked to deputise and represent the interests of the CEO / PCC where appropriate. | Required to seek input of team in agreeing the objectives of individuals and communicating those effectively to contribute to production of the activity and delivery plan for the OPCC. Will engage and work in partnership with a broad range of internal and external partners and stakeholders at a range of levels. Is able to delegate appropriate areas of work to their team. | Responsible for identifying, mitigating and managing risks associated with their Portfolio area. |

**How you Fit**

You will be managed by our Head of Policy and Partnerships who will provide you with both challenge and support in your role with us.

You will take leadership responsibility for a single tier management of people, currently a Funding Officer.

**Our Values**

We are passionate about our values and you will be too.

We have a simple ‘ABC’ approach to our values - Ambition, Brave, Compassion and Connecting that is grounded in deep levels of Trust.

We thought really carefully about our values and they are everyone’s to own. So we hope and expect that you will strive to do great things with your colleagues, enjoy your work, make us proud and play/work with integrity at all times.



## Job Description

|                   |   |
|-------------------|---|
| <b>Ambition</b>   | You will strive to make the OPCC funding management service effective for our local communities and seek to raise the ambition of our key partnerships.                 |
| <b>Brave</b>      | You will try new approaches and advocate for change where appropriate, not be afraid to speak up for what we want to achieve and challenge those that breach our values |
| <b>Compassion</b> | You will care about people and seek to ensure that the experiences of those affected by crime and safety issues are reflected in your work across partnerships          |
| <b>Connecting</b> | You will ensure that partners, stakeholders and others interested in grant funding are connected to and engaged in your work  |
| <b>Trust</b>      | You should act in a manner that builds trust at all levels  |

**You Will Have;**

- A natural fit with our values and your approach to your work will clearly reflect them.
- An enquiring mind and an interest in working with complexity and challenge.
- Experience of developing and maintaining networks through building positive relationships with people across a diverse range of professional interests.
- Significant experience of leading and successfully managing a portfolio of publicly-funded grant programmes to achieve required targets and outcomes.
- Experience of applying project appraisal and evaluation methodologies.
- Experience of developing programme governance, including involving external partner/community representatives.
- Experience of project and programme monitoring and contract management, including challenging delivery and expenditure.
- Awareness of legislation and guidance relevant to managing public funds.
- Experience of developing and managing collaborations between partners.
- Significant experience of successfully identifying and sourcing external funding, including writing funding bids and contributing to partner funding bids.
- Experience of working at Strategic level and of negotiating successful outcomes.
- Experience of strategic and operational planning.
- Experience of successfully managing and developing multi-agency teams.
- Excellent communications skills (oral and written).
- Ability to think and contribute strategically at an executive level whilst maintaining a strong focus on operational activity and engagement.
- A Degree or equivalent level education or other relevant professional experience.
- Experience of managing staff

- A passion for our communities across Humberside.

**You May Have;**

- Experience of working with statutory operating frameworks in a public sector or third sector setting
- Knowledge of community safety and how the operating environment works in practice
- Knowledge of the grant funding landscape for community safety
- A project and/or programme management qualification
- Ability to lead others through the use of Coaching techniques

## Our Organisation – Our People

