



## JOB DESCRIPTION

<b>Job Title</b>	Director of Funding & Development
<b>Salary &amp; Pension</b>	Equivalent to NICS Deputy Principal grade Pension employer contribution as set by NILGOSC
<b>Hours of work</b>	Currently full time 35 hours per week
<b>Working pattern</b>	Monday to Friday with core hours of 10am-12 and 2pm-4pm
<b>Place of work</b>	The post is located in the Councils offices, presently Equality House, 7-9 Shaftesbury Square, Belfast, BT2 7DP. Although this is the permanent place of employment,  The post is eligible to work from home under the terms of CRC's Agile Working policy.
<b>Annual leave</b>	25 days annual leave (increasing to 30 after 5 years' service) and public/bank holidays in addition
<b>Status</b>	Permanent

<b>Job Purpose</b>
<p>The post holder will be a member of the Senior Management Team of the Community Relations Council. The ideal candidate for this role should have strong organizational and leadership skills; experience in operating grant programmes (including the design of programmes and determining funding needs); experience of report writing and reporting to a Board or committee; budgeting and monitoring expertise.</p> <p>The duties of the post will include planning, managing and reviewing our grant schemes; documenting and overseeing payments and expenditure; optimizing the grant administration process; experience of internal and external audit; preparing progress reports; ensuring compliance with grant and managing public money regulations; reviewing grant proposals; overseeing the grant databases; engaging with our sponsoring department The Executive Office; managing grant staff; developing and reviewing grant policies; overseeing the grant evaluation processes</p> <p>The role requires a high level of integrity as the Directorate deals with sensitive, and/or confidential information. The post holder will also ensure that CRC resources are used in an accountable and transparent fashion in line with all guidance related to managing public money.</p>

**Responsible to**

Chief Executive Officer

**Contacts**

The post holder will work closely with CEO and Management Team, staff, The Executive Office (TEO), Chair, Board and Committee members, auditors, suppliers and other stakeholders.

**Key Responsibilities – Leadership & Management**

- Support the Chief Executive Officer in ensuring CRC fulfils all its legal, statutory and regulatory responsibilities.
- Participation in the senior management of CRC, including attendance at Senior Management Team meetings, corporate planning processes etc.
- Leading, managing, developing and supporting the Funding and Development team to deliver outcomes in line with the vision, values and plans of the Community Relations Council
- Management of CRC's funding schemes and ensuring its grant schemes are administered in accordance with CRC's financial procedures, relevant guidance and best practice.
- Providing support and supervision to staff, monitoring their performance and ensuring they meet individual and team KPI's and the successful implementation of audit recommendations.
- Prepare papers and provide briefings to the Chief Executive Officer, CRC Board and committees, and TEO on performance and other issues to ensure they are kept up to date on all of CRC grant funding.

## Key Responsibilities – Grant Management

- Primary point of contact for all matters arising from expenditure under CRC's grant schemes
- Co-ordinate the day-to-day operations of the Funding and Development team, programmes, processes and budgets.
- Ensure that CRC grant processes are effective and efficient including the design and implementation of improvements.
- Managing the day to day administration of the grant programmes including the scheduling of grant scheme opening and closing dates, coordinating and overseeing the assessment of grant applications, overseeing financial monitoring and evaluation processes.
- Ensuring the databases that manage CRC grant schemes are up to date and working effectively to support grant-making.
- Facilitating grant panel meetings, shared learning events, preparing papers, and presenting relevant information to committees and the Board of CRC.
- Ensure that CRC grant schemes meet objectives, the impact is monitored and reports are submitted accurately and on time.
- Ensure that good governance and effective controls are in place and maintain a strategy for the management of risk.
- Contribute to the continuous process of reviewing and updating the grant management systems and procedures and assist in providing an internal audit function, making proposals for improved systems where appropriate.
- Liaise with the organisation's auditors/independent examiners.
- Provision of support, advice and guidance to various stakeholders on CRC's grants, funding schemes and the development and organisational and government policies
- Maintain CRC grant schemes to ensure that its policies and procedures are compliant with public sector financial guidance, company law and Charity Commission guidelines.
- Keep self and CRC informed about the issues facing the community and voluntary sector.

### **Key Responsibilities - Finance**

- Prepare budgets for the Funding and Development Programme, implement, monitor and review the Department's finances to ensure that they are in line with CRC's strategy and objectives.
- Provide and interpret financial information, analysing variances, advising, and reporting on factors influencing organisational performance. Ensure appropriate and accurate financial management information is reported to the Senior Team and the Board of Directors.
- Provide financial information as required, including responding to governance and information requests from CRC sponsoring department or other authorised agencies on all matters pertaining to CRC's funding schemes.

### **Key Responsibilities – Verification and Vouching**

- To oversee the work of the Funding and Development staff to ensure that CRCs funding is used as intended by CRC and will comply with CRC's Vouching and Verification procedures, providing guidance to the Vouching and Verification Officers, Funding and Development Team, other colleagues and funded groups on the use of grant spend.
- Provide assurance to the Chief Executive Officer and the Board on the application of CRC's policies in regards grants, funding and expenditure.

### **Key Responsibilities - Networking & Communications**

- Lead on the delivery of grant information events and funding fairs. Work to identify events/areas/forums to show the benefit of CRC's work and its impact.
- Represent CRC at public events, seminars and conferences – facilitating discussions, providing advice, support and giving public addresses.
- Liaise with the CRC Engagement Team on the planning and delivery of conferences and shared learning seminars, information for the website and other communication networks.
- Develop and maintain good relationships with The Executive Office, other funders, community relations networks, grant applicants and recipients.

## Key Responsibilities – General

- To ensure that all administration protocols and procedures are efficiently undertaken.
- Contribute to a positive, supportive, and effective team working environment.
- Take part in all necessary internal meetings.
- Maintain a commitment to professional development through a combination of both formal and informal methods, including attendance at mandatory training and meetings as directed.
- Uphold the highest standards of personal conduct in all matters relating to the role, working within all policies and procedures of CRC.
- This job description is intended as a guide to the general duties required of the post. The postholder may be required to undertake training and perform other reasonable duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time.

## Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the organisation's equal opportunities policies.

## Health & Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff members are required to adhere to all health and safety regulations, guidance and procedures at all times.

## Other Relevant Information

The applicant may need to attend CRC meetings elsewhere, therefore the applicant will need occasional access to transport which would permit the applicant to meet the requirements of the post in full.

The applicant should have a commitment to the operating principles and ethos of the Community Relations Council.

