



JOB DESCRIPTION

JOB TITLE:	FUNDING AND DEVELOPMENT OFFICER
RESPONSIBLE TO:	DIRECTOR, FUNDING AND DEVELOPMENT
STATUS OF POST:	Permanent and Full Time

The post shall be equivalent in salary terms to a Staff Officer in the NI Civil Service

Overview

Reporting to the Director of Funding and Development the Funding and Development officer post is responsible primarily for the effective management and running of the Core Funding Programme and other CRC funding programmes as required.

This work will include managing the day-to-day duties of the scheme as well as maintaining effective and productive relationships with the core funded organisations. The post holder will work closely with the Funding & Development Evaluation Officer to ensure that organisations are supported to produce 6- and 12-month evaluation reports.

The post holder will also work closely with members of the CRC Finance Team to ensure that all payments are issued in a timely and accurate manner.

The Funding and Development officer is expected to provide developmental support to Core Funded organisations in the effective delivery of their agreed work plans. The Core Funding Officer will also manage the assessment process for new bids to the scheme.

Key Elements

1. To oversee the application process for new bids including reviewing applications materials, running information events and assessing applications made to the Core Funding programme.
2. To provide advice and support to core funded groups and potential applicants on funding related issues.
3. To schedule and maintain on-going contact with core funded groups through regular review meetings to monitor activity progress and authorise grant expenditure.

4. To inform core funded groups of Core Funding Programme policy review and development.
5. To ensure the effective communication of the CRC Board decisions.
6. To identify and address the training needs of core funded groups through on-going engagement with them.
7. To ensure that structures and systems required for the effective, efficient and economic management of funds by core funded groups are appropriate and adequate.
8. To ensure regular evaluation and monitoring of groups in receipt of grant aiding takes place in compliance with the agreed reporting time-tables.
9. To implement CRC Board decisions in all areas of work within the Core Funding Programme.
10. To identify strategic issues relating to core funding matters for the CRC Board
11. To communicate with other funding/agencies programme on all matters of mutual interest.
12. To ensure the efficient administration of core funding grant payments in conjunction with the Council's Director of Finance, Administration and Personnel, the Verification Officer and the Administrative Officer.
13. To maintain transparent financial systems for core funded budget expenditure and work with colleagues and stakeholders in relation to same.
14. To provide information to The Executive Office on matters relating to core funding, as requested.
15. To provide assistance to the other CRC Funding Programmes as and when required.
16. Any other reasonable duties as and when required.

The above is not an exhaustive list of duties and you will be asked to perform different tasks as necessitated by your changing role within the organisation and overall business objectives of the organisation.