

# Job Description

**Job Title:** Funding Officer

**Department:** City Bridge Foundation - Funding Team

**Grade:** C

**Location:** Guildhall/Hybrid

**Responsible to:** Senior Funding Officer - Operations

**Responsible for:** N/A

## **Appointed Candidates Signature:**

*Please sign and date here upon receiving your offer of employment*

**I confirm I have read the Job Description below:**

Full Name: .....

Signature ..... Date: .....

## **Purpose of Post**

As part of a team of Funding Officers, to work collegiately to provide a core business support function within City Bridge Foundation (CBF), anchoring all activity in the charity's core values, to enable the successful delivery of its charitable funding strategy: Standing with Londoners.

## **Main Duties & Responsibilities**

1. Assisting with the processing of charitable funding applications and social investment proposals and support the day-to-day management of existing funding/investment agreements.
2. Updating the Customer Relationship Management database with all necessary updates to applications/proposals and monitoring reports; providing support to the Funding Team (within agreed parameters); and carrying out other related tasks.
3. Supporting the effective monitoring and evaluation processes of the charity's active charitable funding/investment agreements and initiatives through handling queries, administering the reporting process, updating databases and running data reports.
4. Processing all approved grant payments in conjunction with the City of London Accounts Payable team and processing all incoming invoices and requests for purchase orders in an efficient and accurate way, following all required financial regulations.
5. Responding to a wide range of detailed internal and external enquiries on matters concerning CBF's work and/or its specific funding processes by telephone and email, and those it manages on behalf of others.
6. To collaborate closely with the Senior Funding Officer and Data Analyst to support their work on the development of the Customer Relationship

Management system and to support the implementation of associated processes.

7. Assisting with the accurate and timely preparation of content for high-quality reports; CBF Board and Funding Committee papers; and general correspondence related to charitable funding applications/social investment proposals and their respective agreements.
8. To contribute to the development and implementation of new processes within the team and update the Funding Officer instruction manual, as appropriate.
9. To work collaboratively and collegiately with the Central Funding and Charity Management team to support their work.
10. To ensure that the bespoke document-management systems are maintained accurately and on a regular basis.
11. Able and willing to undertake training as and when required, including on CBF's Customer Relationship Management software: to be equipped to undertake all aspects of the CBF business support function to a high standard and to contribute ideas for its continuous improvement.
12. To become a super user of the Customer Relationship Management software and employ that knowledge effectively in day-to-day operations.
13. Undertaking other general administrative tasks which may be required.
14. To have a working knowledge of and support the implementation of the Charitable Funding Strategy and other relevant strategies.
15. To contribute to a culture within CBF which is values-led, motivational, fosters excellent performance, innovation, and trust amongst staff, and facilitates cross-team working and a strong team culture; and to model and promote continuous improvement that values learning and development.
16. Actively seek to implement the City Corporation's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
17. Actively seek to implement the City Corporation's EDI and Safeguarding policies in relation to the duties of the post.
18. Demonstrate a commitment to fostering a collaborative relationship with the City Corporation as a trustee of CBF.
19. To undertake any other duties that may reasonably be requested appropriate to the grade.

**The postholder will carry out the responsibilities of their role in a way that reflects a commitment to:**

- CBF's strategy, vision and values and to always act in the best interests of the charity
- Supporting the Chief Funding Director and Managing Director of CBF in expanding the reach and impact of CBF as a values-led world class bridge owner, charitable funder and responsible leader

- Championing, role modelling and promoting CBF's values and behaviours as part of everyday practices
- Fostering a collaborative relationship with the City Corporation as CBF's trustee.
- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade

# Person Specification

**Job Title:** Funding Officer

**Department:** City Bridge Foundation – Funding Team

**Grade:** C

**Trent Position number:** 50000396

**DBS Criterion: (delete as appropriate)**

No DBS

**Security Vetting Criterion: (delete as appropriate)**

No security vetting is required

**Politically Restricted Post Criterion: (delete as appropriate)**

This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post.

## Skills and Experience

- Good experience of working in a charitable or similar organisation, providing administrative support to the application, processing and management of grants
- Experience of providing advice and information in response to a wide range of enquiries internally and externally on charitable funding matters.
- Experience of data input, retrieval and management.
- Experience of working co-operatively in a small team supporting the administration of charitable funding

## Education and Experience

- GCSE (or equivalent) to minimum Grade C in English and Maths or significant experience working at an equivalent level.
- Good knowledge and understanding of the voluntary and community sector and the issues they face in relation to funding.
- Ability to maintain accurate databases and other information management systems.

## Knowledge

- Ability to quickly acquire a good knowledge of CBF's work, its funding processes and related strategies.
- Ability to contribute to the review and development of administrative processes in a business support function.
- Very good written communication skills in order to provide written advice on CBF's work and write correspondence in respect of charitable funding applications, proposals and agreements.

- Very good oral communication skills in order to give accurate first line advice and support to internal stakeholders including elected representatives and external bodies on CBF charitable funding processes in a clear and understandable way.
- Very good customer service skills with the ability to show sensitivity to and understanding of the Foundation's stakeholders, especially would-be applicants, unsuccessful applicants, as well as grant holders.
- Excellent administrative skills including planning and organising of a varied workload and effective management of information.
- Good problem solving skills with the ability to think creatively in order to resolve issues.
- An ability to prioritise incoming work, juggle competing priorities and ensure that deadlines are met and tasks fully completed.
- An ability to deal with a wide range of routine enquiries including enquiries from all levels within an organisation.
- An ability to use initiative and demonstrative flexibility.
- Excellent general IT skills.
- A demonstrable passion for the highest standards possible and a strong commitment to seeing things through.
- The ability to work collegiately as a team.
- A familiarity with a computerised grants management system or similar.

## **Recruitment – Note to Applicants**

***The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application in the section for supporting information, this will be the minimum criteria for shortlisting.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***

