



# Glynneath Town Council

(as part of the Upper Neath Valley Development Cluster)

## Job Description

<b>Job Title</b>	<b>Fundraising and Project Development Officer</b>
<b>Reports To</b>	Upper Neath Valley Development Cluster Committee
<b>Has close links with</b>	Glynneath Town Council, Resolven Community Council, Blaengwrach Community Council and Melincourt & Clyne Community Council
<b>Salary</b>	£16.00 - £17.50 per hour
<b>Hours</b>	20 - 22 per week
<b>Duration</b>	Initial 6 month fixed term contract, extension subject to funding

The **Upper Neath Valley Development Cluster** is a collaborative enterprise consisting of four Community Councils in the Upper Neath Valley with the shared objective of bringing the communities in the area together through:

- Attracting tourism to the area, showcasing the community assets such as Neath Canal, Vale of Neath railway line, the local waterfalls and scenic walks
- Seeking opportunities to improve accommodation such as camping and caravan sites
- Improving existing community assets such as parks, play areas and community centres
- Helping to deliver transport initiatives

The **Fundraising and Project Development Officer** is an exciting new role, which will be responsible for the delivery of the objectives of this innovative collaboration. We have initial funding for 6 months but expect to be able to successfully bid for funding to continue for a further 18 months. The primary focus for the initial six months will be around getting to know the communities and their needs, becoming acquainted with the many funding streams available and developing a program of potential projects. Thereafter, the focus will be on the securing of grant funding and delivery of those identified and prioritised initiatives.

We are looking for someone who is:

- A self-starter who can get projects off the ground quickly and effectively
- A great listener, and can build solid relationships to better understand the communities' needs

- Not afraid to be hands on, as the role will be delivering as well as implementing projects
- Has a desire to work with the community to uplift and improve the lives and well-being of the area's inhabitants
- A great communicator, who can build individual relationships and also networks to promote our projects to any audience and embrace the innovation in our thinking
- Tech savvy, a confident user of standard IT packages, as well as an understanding of the role of social media in our promotional activity.

<b>Principal Tasks</b>
<ul style="list-style-type: none"> <li>• Develop project proposals in collaboration with the Cluster Committee</li> <li>• Identify funding opportunities in line with the community enhancement objectives identified</li> <li>• Facilitate and co-ordinate the funding process including writing applications and tenders, producing budgets and reports</li> <li>• Creating and maintaining relevant reporting processes to capture activity and impact to inform analysis of the projects and enable effective monitoring and evaluation reports to be produced for funders, management team and Trustees.</li> <li>• Undertake relationship building and engagement with funders and donors</li> <li>• Manage the reporting process on a portfolio of grants relating to the project programme</li> <li>• Negotiating grant contracts as required and ensuring contractual compliance</li> <li>• Support the effective monitoring and evaluation of grants</li> <li>• Sharing any learning for future projects</li> </ul>

# Person Specification

Method of Assessment (MoA)

A: Application Form; I: Interview; T: Practical Test

	<b>Essential</b>	<b>MoA</b>	<b>Desirable</b>	<b>MoA</b>
<b>Qualifications</b>	Good general education  A high standard of literacy and numeracy	A  I	A University degree	A
<b>Experience</b>	Experience of starting projects and delivering agreed outcomes  Experience of developing successful programme proposals including applications to public and private sector grant funds  Experience of grant management including producing reports	A  A  A	Experience of working in local government and/or third sector	A
<b>Skills</b>	Ability to build relationships at all levels, from networking, facilitating groups and working with individuals to achieve goals  IT literate i.e. competent user of Microsoft Office software  Excellent organisation skills, and the ability to manage multiple priorities  Excellent communication and interpersonal skills, and ability to communicate with individuals across the cluster of councils  Ability to understand and generate project budgets and report on those	A  A  A  I  A	Experience of using databases  Experience of creating and delivery dynamic and information presentations	A  A
<b>Attitudes</b>	Professional and positive attitude	I		

	Committed to equality of opportunity	I		
	Supportive of innovation and new ways of thinking	I		
<b>Other</b>	Occasional out of hours working	I	Welsh speaker	I
	Full driving licence and access to a vehicle for work purposes	A		