

Liverpool Charity and Voluntary Services
Job Description

Department	Policy Partnership and Programmes Team
Job Title	Community Development Officer
Salary Scale	£20,000 - £25,000
Accountable to	Policy Partnership and Programme Lead (Health & Wellbeing)
Staff Responsible for	None
Main working contacts	Policy Partnership and Programme Lead (Inclusion), Voluntary and community groups including members of the public. Members of LCVS and associated networks and LCVS staff. Representatives of funding boards/panels & networks

MAIN PURPOSE

To support the Policy, Partnership and Programmes Lead(s) in the provision of LCVS grant making, monitoring and evaluation processes.

To provide administrative support the Policy, Partnership and Programme Lead(s) in their support and advocacy of the VCFS sector in Liverpool.

MAIN RESPONSIBILITIES

- To be a key point of contact for grants queries, reviewing applications and assessing grant applications and ongoing relational grant management.
- To prepare papers for grant reviews by the Funding Award Panels, summarising grant applications for grant meeting consideration.
- To enhance LCVS offer to VCFS organisations through the development and delivery of support and input into future grant strategies and programmes.
- To timetable and monitor, using Benefactor, evaluation reports from grant recipients and to identify any trends or emerging issues. 4
- To provide administrative support to specific charities and associations.
- To work with VCO's in Liverpool to research and present evidence on current provision and levels of need
- Taking learning from working with the VCOs, to input into the design, promotion and delivery of any grants programmes delivered by LCVS to meet the needs of VCOs
- To undertake specific research and development projects as required

- To direct VCOs to additional areas of support from within LCVS and other sources
- To support VCO's to access relevant training and capacity building, and promote workforce development across the sector

General

To work as part of the team with other staff at Liverpool CVS.

To implement and follow Liverpool CVS policies and procedures.

To maintain accurate records in the various media specified for your areas of responsibility.

To provide cover during colleagues' absence as required.

To undertake any training necessary and participate in the organisation's supervision and appraisal system, and identify further training and personal development needs.

To represent Liverpool CVS and undertake other tasks in support of the organisation as required by your line manager.

The post holder is expected to be flexible in the performance of duties and to undertake any other duties identified as appropriate to the post.

Equal Opportunities

Liverpool CVS is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age, or impairment. The policies apply to job applicants, employees, volunteers and users of our services.

Job Description

This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the grade for the post. All jobs are subject to change from time to time and this job description will be reviewed regularly.

Approved by:
Clare White

Date: May 2021

Person Specification

KEY: E= Essential D= Desirable A= application I = interview R= references P= Practical S= Short listing criteria		
Requirement	Essential/ Desirable	Assess from:
Qualifications		
Four GCSE at grade C or above including Maths and English	E	A I S
Education to degree level or equivalent	D	A
Knowledge		
Knowledge of Excel, Word, and Access	E	P A S
Knowledge of grant making processes	D	A I
Understanding of Social Welfare issues	D	I
Skills		
Good standard of written and spoken English	E	P A I S
Excellent interpersonal & communication skills	E	P A I
Administrative and IT skills	E	P A I
Handle sensitive or confidential information appropriately	E	P I
Handle competing priorities with little supervision	D	A I R
Experience		
Providing Administrative support	E	A I R S
Taking delegated tasks through to completion	D	I
Personal Attributes		
Committed to equal opportunities, anti-discrimination, anti-oppressive policy and practice and social inclusion	E	A S I
Committed to the values and work of voluntary and community organisations	D	I
Enthusiastic and self motivated	E	A I
Ability to work sensitively with people of differing viewpoints.	E	I