



Seaford Town Council

SEAFORD TOWN COUNCIL

JOB DESCRIPTION & PERSON SPECIFICATION

Position Title:	Funding & Contracts Officer
Reports To:	Assets & Contracts Manager
Work Hours:	15 hours per week
Work Location:	Seaford, East Sussex
Salary Bracket:	SCP 16-20

Job Purpose

The Funding and Contract Officer role is responsible for delivering important funding work within the Town Council, both with securing external funding for Town Council activities and or assets but also coordinating the Town Council's community grants scheme. This role will be required to provide dedicated and vital support to the Town Council's contracts and tender processes.

Areas of Responsibility

- a. External Funding Sourcing and Bids
- b. Town Council Discretionary Grant Funding
- c. Contracts Support
- d. Tender Processes
- e. Development Infrastructure Funding Allocations (Community Infrastructure Levy CIL and S106 monies)

Duties & Key Responsibilities

External Funding Sourcing and Bids

- Take a hands-on role in researching, developing, writing, editing and formatting high-quality winning bids, particularly at the early stages of submissions which tend to require case studies.



Seaford Town Council

- Gain an understanding of the Town Council's needs, grant requirements and business operations, including heritage buildings.
- Prepare written proposals which meet grant programme requirements and align with Town Council standards.
- Work with other officers to determine bid writing strategies and manage bid timetables, deadlines and necessary meetings effectively to ensure timely and compelling submissions.
- Manage the bid submission process and report writing for the Town Council.
- Monitor the Town Council's compliance with grant conditions, requiring educating others as to the conditions and providing support as required.

Town Council Discretionary Grant Funding

- Coordinate and deliver the Town Council's annual discretionary grants scheme.
- Follow up and obtain required reporting back from grant recipients.
- Support with reviews of the discretionary grants scheme to ensure this is fit for purpose and aligning with the Town Council's strategic aims and needs of the Seaford community.

Contracts Support

- Assist with ensuring that all contracts are drawn up in accordance with Town Council policy and legislation.
- Assist with ensuring appropriate officers are aware of relevant clauses in contracts that are to be complied with and providing reasonable support as required.

Tender Processes

- Responsible for carrying out an independent oversight of tender processes, working with and guiding others to ensure they are delivered in accordance with Town Council policy and relevant legislation / codes of practice.
- Maintaining a schedule of tender processes to be undertaken.
- Ensuring all record-keeping of tender processes is complete and correctly executed.

Development Infrastructure Funding Allocations (CIL and S106 monies)

- Maintaining a record of CIL and S106 monies paid to the Town Council, or other such similar local developer / infrastructure funds.



Seaford Town Council

- Working with others to identify projects to allocate the funds towards within the required timescales and in accordance with any criteria. Where there are concerns this cannot be done, to raise this with your line manager as soon as possible.
- Ensure that relevant expenditure reporting is carried out e.g. to the local planning authority.

Additional responsibilities and expectations

- Promoting equality, diversity and inclusion in the workplace.
- Creating high level reports relating to matters within remit to provide an update for councillors or facilitate informed decision making.
- Notifying the line manager of budgetary implications of ongoing activities or the program of future work.
- Ensuring communication of areas of work, where relevant, with other members of staff, councillors, third parties and/or the public.
- Helping identify any other organisational risks e.g. reputational or legal and advise on processes to ensure these risks are managed.
- Assisting with reviews of Town Council policies or procedures within areas of responsibility.
- Undertake any other duties as required by the line manager, consistent with the level and scope of the post.

Person Specification

Essential

- Experience in a funding role, ideally handling external funding bids in their entirety.
- Experience of writing factually accurate yet engaging funding applications.
- Experience of running tender processes, ideally within the public sector.
- Experience coordinating computer-based projects, including impeccable record keeping, adherence to deadlines and working with others to collect data.
- Proficient computer user, including Microsoft Office suite, and grant funding databases / application portals
- Analytical problem solver.
- Impeccable attention to detail.
- Diligent.



Seaford Town Council

- Professionalism, tact and diplomacy.
- Resilient and motivated.
- Consistent.

Desirable

- APMP Bid & Proposal Management Certification or willingness to work towards.
- Working knowledge of local council governance, legislation, current and future risks and opportunities.
- Experience undertaking due diligence checks on third parties.
- Knowledge of Seaford - its nature and needs as a town and a community.
- Working knowledge of Community Infrastructure Levy and S106 monies.
- Experience using Contracts Finder to advertise and update on contract opportunities.
- Creative and innovative problem solver.
- Professional curiosity.
- Persuasive.

Essential soft skills set

- Excellent time management skills.
- Relationship building - with both internal and external stakeholders, and external advisors.
- Awareness of equality, diversity & inclusion.
- Willingness to learn and committed to continuous professional development, driven by the individual.