

**JOB DESCRIPTION**  
**PROJECTS AND GRANTS OFFICER**  
**SWAFFHAM TOWN COUNCIL**

**(1) EMPLOYER**

Swaffham Town Council. (30 hours per week in Swaffham)  
Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ

**(2) EMPLOYMENT DETAILS**

Contract commences 1<sup>st</sup> June 2023. There will be an initial six-month probationary period with a review carried out by the Town Clerk and a report to the HR Committee.

**(3) PLACE OF EMPLOYMENT:**

Office based at the Town Hall, London Street, Swaffham.

With duties required as directed by the Town Clerk – out of office activities from time to time include attendance of events, meetings and the ability to work remotely.

**(4) JOB TITLE AND DESCRIPTION OF DUTIES:**

**PROJECTS and GRANTS OFFICER**

The Projects and Grants Officer will be immediately responsible to the Town Clerk as line Manager, but would also be required to work with other members of staff . A high level of competence and a basic understanding of local government procedures and protocol will be required. Appropriate training will be provided as necessary.

**Basic Duties and examples of possible tasks**

It should be noted that the requirements of the Town will change from time to time. The overriding aim is to support the work of the Town Council in Swaffham.

**Project Grant support**

1. To research Grant Applications and Funding opportunities for the Towns of Swaffham
2. To prepare grant funding briefing notes for decision makers, under the guidance of the Town Clerk, i.e., Committees or Full Council
3. To prepare paperwork to establish in principle support for submitting grant funding bids from the decision makers
4. To carry out consultation and research necessary for the preparation of any grant funding bids
5. To organize consultation events and the subsequent documentation i.e. surveys, displays, information boards, as evidence for grant funding bids
6. To meet with representatives of grant funding bodies to establish a good working relationship
7. To fully prepare grant funding bids, after receiving initial agreement in principle from the decision makers
8. To be aware of any potential Grant or Funding opportunities that arise from meetings of the Town Council's and their respective Committees

### **Event or Project Co-ordination**

1. To assist with planning, organizing and management of Town Council community events or projects as required
2. To ensure that the planning of such events or projects, do not clash with other community group events or projects, where at all possible
3. To prepare Event Management Plans for all events where appropriate and submit to Breckland Council
4. To prepare Project reports where necessary, to monitor progress
5. To constantly look at what type of events or projects that would be suitable for the Town, and seek an in-principle support of the decision makers
6. To organize and record notes at meetings with all parties, relating to the general organizing of events or facilitating of projects

### **Marketing and Promotions**

1. To carry out all marketing and promotion of all town Council community events as part of the planning, organizing and management
2. To support the marketing and promotion of all existing events in each Town, to raise the profile of the events concerned
3. To support and initiate the prevalent use of social media, signposting the public to websites and raising the profile of each Town
4. To plan advertising and marketing campaigns with the media at large i.e. press, radio and television to raise the profile of each Town
5. To prepare draft press releases, or newsletter articles that underpin the marketing and promotional campaign
6. To integrate/enhance the advertising and marketing of Swaffham Market, to increase footfall and number of traders
7. To enhance, develop and cement links between the Town Councils and their Community Groups and Principal Authorities

### **Other typical work activities:**

1. To monitor funds within an agreed budget and assist with all aspects of its delivery.
2. Maintain awareness of the delivery targets of all Projects undertaken.
3. Prepare progress or delivery reports to project grant funders.
4. Work on a wide range of research, development and employ a range of different methods. Liaise with various other organizations within the community as may be required from time to time.
5. To discuss project requirements with the Town Clerk.

6. Monitor timescales to assist meeting the requirements of any agreed objectives, review and update as appropriate.
7. Prepare reports for new projects under consideration as directed.
8. To be familiar with all aspects of Town Council activity and to pay due attention to the Council's various statutory duties, delivery of services and civic functions.
9. To act as an Officer of the Council to attend meetings when and where appropriate, as directed by the Town Clerk.
10. To prepare Agendas, occasionally take minutes or notes and deal with correspondence arising as required.
11. To be aware of any financial undertakings or obligations of each Town Council (and/or partner organization); monitoring and working within budget
12. To be aware of the Council's policies such as: Health & Safety, Child Protection etc.
13. To attend training as required to develop or enhance the role of Projects and Grants Officer.

**(5) NORMAL HOURS OF WORK:**

The Projects and Grants Officer is employed for 37 Hours each week and required to work the majority of this as core office time. The core hours will be agreed in advance with the Town Clerk before commencement of employment.

Any variation of the working week should be sanctioned in advance by each Town Clerk as Joint Line Manager or in their absence the Deputy Town Clerk. This includes claims for time off in lieu. Timesheets to filled in on a weekly basis and returned to the Town Hall in Swaffham

Suggested core hours are:

Monday to Thursday 9am – 4pm (with 30 minutes for lunch)

Friday 9am – 1pm

**(6) RATE OF PAY:**

The salary commencing on 1<sup>st</sup> June 2023 shall be SCP 16 £26,357 (pro-rata 30 hours = £21,370). The salary shall be reviewed at the end of the probationary period and subsequently annually during each Council's budget for any changes to take affect on 1<sup>st</sup> April each year. The Salary scale is SCP16 to SCP 19.

**(7) HOLIDAY ENTITLEMENT:**

22 days per annum plus the eight normal bank/public holidays and two extra statutory days which must be taken by mutual agreement and at times convenient to the Council. Your annual leave entitlement increase, in recognition of length of service by three days after five years continue service. Holiday entitlement is pro rata for part-time employees.

**(8) TERMINATION OF EMPLOYMENT:**

The employment may be terminated without notice at the end of the probationary period or by either the employee giving one month's notice in writing or the employer giving in writing one month's notice.

**(9) SUPERANNUATION**

The post is superannuable in accordance with the Local Government Superannuation Regulations 1986 and any subsequent amendments. The employee has the option of joining the 'Norfolk Pension Fund' Local Government Pension Scheme.

**(10) GRIEVANCE & DISCIPLINARY PROCEDURE:**

The Projects and Grants Officer shall be under the direct supervision of the Town Clerk. In the event of staff performance problems or dispute the Town Council operates a three stage Grievance and Disciplinary Procedure.

**PERSON SPECIFICATION  
PROJECTS & GRANTS OFFICER  
SWAFFHAM TOWN COUNCIL**

**Essential or Desirable Abilities: (E) Essential (D) Desirable**

1. Communication. 2. Organisation 3. Investigation. 4. Representation. 5 Flexibility. 6. Team Member. 8. Numeracy  
8. I.T. 9. Qualifications. 10. Experience

**Explanation of Requirements:**

- 1. Communication (E)**  
To possess good command of English language, write clearly and concisely, speak clearly and effectively.
- 2. Organisation (E)**  
To achieve and work to deadlines, prioritize workloads. To plan and work efficiently under pressure, and exercise judgement confidently.
- 3. Investigation (E)**  
To undertake research effectively, collate information quickly, act with initiative and imagination.
- 4. Representation: (E)**  
To represent the Town Swaffham as required and be capable of exercising tact, diplomacy and discretion. To deal confidently and sympathetically with Town Councillors, other members of Staff and members of the Public.
- 5. Flexibility: (E)**  
To be adaptable, able to respond to changing demand or circumstances. To meet new challenges imaginatively and be willing to work unsocial hours.
- 6. Team Member: (E)**  
To be able to work effectively in a team environment, relating well to colleagues and contribute to the ethos of the Town Council.
- 7. Numeracy: (E)**  
To have limited working knowledge of a Town Council and be able to work within the confines of a budget, and to be placed in a position of trust.
- 8. IT: (E)**  
To have full knowledge of current IT and computer systems (such as Microsoft Word and Excel). To be familiar with searching on the internet.

**9. Qualifications: (E)**

To have relevant qualifications to an appropriate educational standard. With relevant training attended in relation to administration and/or community development.

**10. Experience: (D)**

To have some experience in marketing and communications or public relations, community development or project officer type environment.