

## Kent County Council

Job Description: *Project Development and Funding Officer*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Environment and Circular Economy / North West Kent &amp; Medway Valley Countryside Partnerships</b>
<b>Grade:</b>	<b>KSG</b>
<b>Responsible to:</b>	<b>North West Kent &amp; Medway Valley Countryside Partnership Manager</b>

### **Purpose of the Job:**

To maintain the future of the Partnerships through partnership working, raising the Partnership profile, project development and securing external funding.

### **Main duties and responsibilities:**

- Identify, pursue, initiate, and secure major sources of funding to develop projects that sustain and develop the Partnerships.
- Pro-actively promote and market the services of the partnership through social media, website (including monitoring target demographic) and conventional means such as giving talks, presentations, personal networking, and email.
- Oversee Partnership resources and office management for efficient and effective project delivery.
- Develop good working relationships with external organisations and others to promote and further the aims of the Partnerships, and drive funding applications.
- Monitor the Partnership's budget in accordance with KCCs Financial Regulations, with the assistance of KCC's Finance Department, to include the keeping of appropriate records, best use of resources and monitoring and authorisation of expenditure.
- Support the delivery of a wide range of community and environmental based projects and events.
- Working with the manager ensure that operational and documented procedures for meeting risk, health and safety and safeguarding requirements are followed by all staff and volunteers. Ensure relevant training is available and is of high quality
- Ensure effective liaison and co-ordination with other complementary activities.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Project Development and Funding Officer*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Educated to degree level or equivalent.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Demonstration of excellent project management skills.</li><li>• Experience of supervising staff or volunteers.</li><li>• Experience in managing budgets and good resource management skills.</li><li>• Experience of fund raising from a variety of sources focusing on funding bid applications</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent communication skills – able to produce effective written material including reports, strategies and business plans. Able to speak in public confidently</li><li>• Excellent “people” skills - A good communicator, negotiator, motivator, diplomat, and leader.</li><li>• Well organised and able to manage many complex and competing projects and activities at once</li><li>• Ability to generate creative ideas with limited resources.</li><li>• Prepared to develop new ideas in response to local and wider issues.</li><li>• Excellent computing skills, particularly in use of Microsoft Office, web-based communication systems and social media</li><li>• Skills in marketing, communication and engagement and how this is applied to maximise potential.</li><li>• Ability to work as part of a team as well as on your own initiative.</li><li>• Willingness to work flexible hours including some weekends and evenings.</li><li>• Ability to access remote sites for site meetings and project delivery.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• A sound knowledge of and experience in external fundraising and bid writing within the countryside / environmental field.</li></ul>

**KENT VALUES  
AND CULTURAL  
ATTRIBUTES**

**Kent Values:**

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making