

JOB DESCRIPTION

JOB TITLE:	Funding and Grants Lead
GRADE:	7A
REPORTING TO:	Managing Quantity Surveyor
RESPONSIBLE FOR:	No Direct Reports

ROLE SUMMARY

You will be responsible for identifying, securing, managing and maximising external funding opportunities to support the organisation's decarbonisation, retrofit and asset investment programmes. You will lead on funding applications, grant compliance, performance monitoring and financial claims, ensuring the organisation fully optimises available funding streams while meeting all funder, regulatory and governance requirements.

Working collaboratively across Assets, Development, Finance and external partners, the role will support the delivery of energy efficiency improvements, carbon reduction initiatives and wider strategic investment objectives across believe housing's asset portfolio.

MAIN DUTIES AND RESPONSIBILITIES

Specific objectives and deliverables will be agreed as part of your review process, the points below are a summary of your main duties and responsibilities.

Funding Strategy and Bid Development

- Identify, evaluate and track funding opportunities that support organisational priorities, including decarbonisation, retrofit, regeneration and asset investment programmes
- maintain an up-to-date understanding of government policy, funding programmes and regulatory developments affecting the housing sector
- lead or support the preparation and submission of high-quality funding applications, business cases and grant bids ensuring submissions are accurate and complete
- assess funding eligibility criteria and associated requirements, risks, obligations and opportunities to maximise funding success
- develop strong relationships with funding bodies, delivery partners and sector stakeholders

Grant Management and Compliance

- Ensure compliance with all funding conditions, grant agreements, programme requirements and audit obligations
- maintain robust records of funding applications, awards, claims, outcomes and supporting evidence
- coordinate the submission of grant claims, monitoring returns and performance reports within required timescales
- monitor programme performance against agreed outputs, milestones, expenditure profiles and key performance indicators
- support internal and external audits relating to grant-funded activity.

Data, Financial and Performance Management

- Collect, validate and analyse stock, asset, retrofit and financial data to support funding applications and reporting requirements
- monitor grant income and expenditure to ensure funding is utilised effectively and claimed accurately
- support financial forecasting, profiling and reporting of grant-funded projects including financial tracking, completions, variations, staff allocations and any other information required
- work closely with Finance and project teams to reconcile expenditure, funding claims and programme performance
- produce reports and management information for internal governance groups and external funders, ensuring all grant-funded activity complies with funder requirements and internal governance processes
- assist in preparing monitoring returns, claims, and audit documentation.

Stakeholder and Programme Support

- Work collaboratively with Strategic Assets, Development, Finance and Procurement teams to align funding opportunities with investment programmes
- liaise with consultants, contractors and delivery partners to obtain information required for funding submissions and programme reporting (outputs, milestones, KPIs)

- Attend project and contractor meetings as required, providing advice and assurance on funding requirements and compliance obligations.
- Promote a culture of continuous improvement, innovation and best practice in funding management and grant administration.

Commercial and Contract Support

- Support the Managing Quantity Surveyor and wider Asset Investment Team by providing funding intelligence, commercial information and project performance data to ensure contract compliance, assistance with monthly valuation reviews and timely financial reporting across projects
- assist in ensuring grant-funded projects achieve value for money and deliver intended social, environmental and financial outcomes
- contribute to effective contract monitoring and financial reporting arrangements across grant-funded programmes
- build and maintain strong working relationships with key stakeholders and customers across the business, both internally and externally
- your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties. The nature of the post may require commitment outside of normal office hours, including working on evenings and occasionally at weekends when the needs of the Directorate require.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications	Level 3 (previously known as NVQ) or equivalent	- NHER Assessor or equivalent or working towards. - Evidence of further Continued Professional Development	- Application Form - Selection Process - Pre-employment checks
Experience	- Experience in an administrative, project support, or funding-related role. - Experience of analysing and interpreting data / financial data. - Experience of working with a cross section of teams and partners. - Working with a variety of stakeholders to develop and agree solutions. - Familiarity with housing data (e.g. EPCs, asset data).	- Working with GIS mapping. - Experience of researching, evaluating, and making recommendations.	- Application Form - Selection Process - Pre-employment checks
Skills/knowledge	- Strong interpersonal skills, including being able to influence, persuade and presentation skills - Good organisational skills and ability to produce quality work and attention to detail - Ability to manage multiple tasks to tight deadlines - A good understanding and use of IT packages e.g, databases, word processing	Knowledge of public sector or government funding processes	- Application Form - Selection Process - Pre-employment checks

applications and stock condition databases. • Proficient in the use of spreadsheets and use of formula. • Ability to network and form working relationships.		
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