

Sustainable Regeneration Funding Manager

Council Offices, Kirkwall

At a glance:

Grade: I

Salary: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

Work proactively across the Council and with external partners to identify, develop and progress multi-partner funding applications, while overseeing and supporting the delivery of Council-led and third-party projects funded by the Council or by funds it manages.

For application support contact hrrsupport@orkney.gov.uk or call 01856 873535 ext.2250

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Work with the Service Manager Sustainable Regeneration and Arctic, OIC Finance team and other stakeholders within and out-with the Council, to develop and deliver an Inward Investment Plan to maximise value to Orkney Communities, aligned with Council priorities.

Engage potential investors and developers to explore and progress investment opportunities.

Identify, manage, monitor and communicate potential funding, inward investment, philanthropic and fundraising opportunities available to Orkney from regional, national and international sources.

Lead funding applications and business case development to help service areas secure support for new and existing strategic projects.

Project-managing the development and submission of large, multi-disciplinary funding bids across Council services and with external partners.

Ensure that funded projects are progressed and delivered timeously, within budget, and in accordance with the Council's Financial Regulations and all applicable grant conditions.

Ensure that third parties funded by or via the Council comply with all conditions of funding.

Liaise with grant funders and project managers to ensure that grants are appropriately drawn down and that the necessary evidence of expenditure is complete.

Project monitoring, reporting and post-evaluation including presenting evaluations to Council Committees.

Develop policy submissions and lead consultation responses representing the case for the Council to lobby for funding from UK and Scottish Governments (i.e. UK Shared Prosperity Fund)

Assist and advise senior management, service areas and third parties with applications for funding from UK Government, Scottish Government and international funding programmes.

Prepare and deliver project presentations to Senior Management Team, the Council, the public, and potential funders and investors, as applicable.

Responsible for ensuring that grant-funded projects are delivered in accordance with Financial Regulations, that all applicable grant terms and conditions are met, and that any grant funds are appropriately claimed from external funders and disbursed.

Use a range of information systems and software applications including Microsoft Office packages.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

The minimum knowledge required for this role can be evidenced by either:

Qualification in a relevant subject at SCQF 8/9 i.e., SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship

or

Having a minimum of 5 years previous relevant experience in the skills and requirements as detailed below.

Experienced in identifying and securing project funding.

Experience of project initiation and development.

Experienced in project management and evaluation.

Experience of working within multidisciplinary partners and teams.

Experience in the use of Microsoft packages including Teams, Outlook, Excel and Word.

Experience of presenting.

Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.

Requirements of the Role

Disclosure/PVG:	Level 1 Disclosure Check	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No