

Role Description and Employee Specification

Job Title:	Community Funding Officer	Location:	Witney
Department:	Community Wellbeing	Service:	Place
Reports to:	Community Wellbeing Manager	Working Hours:	37
Salary:	£ 41068 - £41110	Peer Group:	PGI 9
Business World Post Number:	100906	Job Group:	Level 2 Specialist
Contract Type:	Permanent	Direct Reports:	n/a

Overall purpose of the Post:	The Community Funding Officer role sits within the multi-disciplinary Community Wellbeing team. Our purpose is to help residents to live their best life. We bring our shared values of collaboration, trust, respect, innovation and empathy to all our work and to the relationships we have with each other and with the public. The Community Funding officer role exists to ensure that the Community funding provided by the Council makes a positive impact in the communities of West Oxfordshire. The postholder will be the face of Community grants at the Council, developing, designing and implementing community grant schemes and funding programmes. They will be a confident, relationship orientated professional with a high level of knowledge, excited about helping community groups bring their ideas to life. They will be a detail person, providing support and guidance to voluntary sector groups and Councillors and walking alongside project creators for their application journey, from start to finish. The Council currently operates 2 main Community grant schemes – West Oxfordshire Crowdfund – a civic crowdfunding platform - and the Community Services Investment Fund – 3-year service level agreements, aligned to the Council's priorities of environment; climate and ecology; and community resilience and wellbeing. To add to the variety the Council is required to administer funds on behalf of other organisations and this will also form part of the role.
Key Tasks and Responsibilities:	The Community Funding Officer will be required to: • Oversee all aspects of the Council's Community grants programme from end to end, including devising of programmes, application assessment, grant monitoring and impact evaluation, to drive continuous improvement. • Build positive and supportive relationships with prospective applicants alongside providing technical guidance and advice. • Drive positive and proactive messaging working with the Communications team, to promote the schemes, encourage collaboration and support the activities of the applicants. • Devise and oversee robust monitoring processes for all programmes to review performance and expenditure.

	• Take responsibility for devising and leading other ad hoc grant schemes that may be one-off and/or externally funded, in line with best practice – for example Crisis and Resilience funding. • Collaborate with internal stakeholders to build alignment and ensure effective and consistent implementation of the schemes. • Act as the council's expert on third sector and community grants funding available regionally and nationally, maintaining a high level of understanding and knowledge, so that these sources can be accessed and applied in West Oxfordshire to maximum effect, providing informed advice and direction to internal staff, Councillors and external partners. • Prepare and present reports for Council when required to do so. • Use of detailed, technical knowledge within the subject matter to objectively analyse situations with limited guidance and direction. • Contribute to the production of strategic documents relevant to the subject area and demonstrate commitment to delivering the key performance indicators within the service plan • Pro-actively seek opportunities to collaborate externally across West Oxfordshire and the wider county. • Carry out duties with discretion and integrity, maintaining confidentiality. • Deliver commitments and take ownership of own caseload, reshaping plans required to deliver outcomes. • Undertake any other duties as reasonably required to do so. • Maintain a detailed understanding of appropriate legislation, policy, procedure and guidelines and make informed assessments, advise stakeholders and take relevant action. • The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• A qualification in your area of expertise, equivalent to a degree or relevant experience of five years in Grants management or similar. • GCSE in Maths and English at Grade 4 or above. • Minimum two years' experience of working with budget/financial information. • Experience of working in or with the voluntary sector and/or a local authority. • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders. • Experience of being involved in continuously improving services and developing products to meet customer need. • Independent creative thinker with the determination to find solutions when faced with complex issues. • Ability to remain calm and confident when dealing with challenging customers and environments. • Ability to resolve complex issues by negotiation. • Excellent written and verbal communication skills and the ability to connect easily with a range of people. • Strong organisational and administrative skills with a logical and systematic approach to tasks and a keen eye for detail. • Ability to interpret and find solutions to ambiguous and partial information. • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes. • Demonstrate commitment and resilience to succeed. • Ability to work independently under pressure and within tight deadlines. • Competent in using a range of technology and software packages, including Microsoft and Google.
Desirable	Relevant recognised academic or professional qualification

Requirements Qualifications, Skills and Abilities:	Knowledge, understanding or experience of project management Membership of a relevant professional body		
General Accountabilities:	The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. Work in compliance with the Codes of Conduct, Regulations and policies of the council.		
Special Conditions:	You will be expected to work reasonable additional hours in line with the needs of the service. There may be a requirement to work at other locations to meet the needs of the business. Full UK Driving Licence and the ability to travel / access to a vehicle for work purposes.		
Date Reviewed:	13/07/26	Reviewed By:	HMCCULLOCH
Checked by HRBP	Heidi Carrington Dunn	Date of Issue:	July 2026