

## Job Description

<b>Employer:</b>	Active Partners Trust Ltd
<b>Job title:</b>	Funding Support
<b>Location:</b>	Office locations in Derbyshire and Nottinghamshire
<b>Contract:</b>	Permanent
<b>Salary:</b>	£20k – 25k (FTE)
<b>Hours of work:</b>	Flexible, up to 37 per week with additional hours worked as necessary for the proper performance of duties.
<b>Reporting to:</b>	Funding Lead

Active Partners Trust is the new umbrella organisation bringing together the County Sports Partnerships in Derbyshire and Nottinghamshire. Whilst retaining an identity in each county, establishing a new charitable trust, alongside the delivery of a new strategies, will enable us to fulfil our ambition of creating sustainable behaviour change across our local communities.

If we are to reduce levels of inactivity within our communities and respond to the challenges set out within Sport England's 'Towards an Active Nation', we need to see change at all levels and across many sectors. Our strategies in Derbyshire and Nottinghamshire set out the need for a collective response based on an in-depth understanding of people and communities, that builds a consistent message and way of working, removes the barriers to participation, builds capacity from within and makes physical activity the norm for people who live and work in our communities.

To do this, we need the best team, with the right attitude, work ethic, behaviours and commitment to make this happen. You'll need to be able to identify with our core values; making a difference, working together, acting with integrity, leading by example and striving for excellence.

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## **Job purpose**

The Funding Support role will support the Funding Lead to bring additional funding for physical activity and sport into Derbyshire and Nottinghamshire through:

- Advising and supporting partners to understand where the opportunities for funding are and building their capacity and capability to be able to apply for funding.
- On behalf of Active Derbyshire, Active Notts or our partners, developing funding applications for physical activity and sport, based on insight and an understanding of priorities and identified local need.

## **Main duties**

### Vision and Outcomes

- Support the development and implementation of an offer for funding advice and support for partners and stakeholders.
- Understand the new strategic context (nationally and locally) and apply this understanding to identifying appropriate funding opportunities.

### Leadership and Advocacy

- Support the Funding Lead and delivery teams to identify and access potential sources of funding to meet local need and priorities.
- Support the Funding Lead to research and compile appropriate funding information for our local delivery teams to enable them to provide direct local support and advice where appropriate.
- Support the Funding Lead to compile research and insight for countywide funding applications.
- Support the Funding Lead maintain and develop new relationships with key voluntary and community development organisations, e.g. CVSs, in both counties.

### Enabling delivery

- Working with the delivery teams, provide advice and guidance to support key stakeholders, organisations and community groups to identify potential sources of funding. Develop and prepare or comment on funding applications as appropriate.
- Support the Funding Lead set up and deliver funding advice sessions/workshops to key stakeholders in key locations.
- Support the Funding Lead to provide a high quality and up-to-date universal funding service via the Active Derbyshire and Active Notts websites, e-newsletters and social media.
- Support the Funding Lead manage funding programmes.

### Impact and Evaluation

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- Compile feedback from organisations supported with funding and grant application advice.

## Organisational

- To be accountable for the achievement of personal performance targets.
- Represent Active Derbyshire and Active Notts at key events and meetings, providing support for the Funding Lead in key areas of business.
- Support with the provision of advice and guidance to inform business planning and future strategy for funding support, based on local knowledge and insight and performance data.
- Ensure that the business of Active Derbyshire and Active Notts is always conducted in accordance with its constitution.
- Attend training and development opportunities relevant to the post and / or self-development objectives.

**Last updated:** April 2018

**Date of next review:** November 2018

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## Person specification

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Values	Essential (E) Or Desirable (D)	Assessed Application (A) Interview (I)
Demonstrable commitment to the values of The Active Partners Trust:  We live by our core values: making a difference, working together, acting with integrity, leading by example, striving for excellence.	E	Application/Interview
Person Spec	Essential/ Desirable	Assessed
<ul style="list-style-type: none"> <li>• Experience of developing good working relationships internally and externally</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>• Knowledge, experience and track record of writing successful funding applications for a range of funding bodies</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>• Ability to positively represent the organisation and good stakeholder/partner management skills</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>• Knowledge, experience and track record of researching and disseminating funding information</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>• Knowledge, experience and track record of designing surveys and collating the results to provide meaningful information</li> </ul>	D	Application/Interview
<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>• Proficient in IT and use of Word, Excel, PowerPoint and other relevant packages</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>• Knowledge and experience of supporting the organisation of events/workshops</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>• Experience in working as part of a wider team, ensuring exceptional customer service is adopted throughout the organisation</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>• Highly motivated, independent worker, able to generate personal workload and effectively organise and prioritise</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>• Strong interpersonal skills that enable genuine dialogue with individuals and organisations, leading to productive working relationships at all levels</li> </ul>	E	Application/Interview/ task

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<ul style="list-style-type: none"> <li>• Self-aware and able to reflect on own behaviour and experience in order to inform future actions</li> </ul>	E	Application/Interview/task
<ul style="list-style-type: none"> <li>• Able to carry out the duties in accordance with Equal Opportunities Policies and other standard working practices</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>• Willingness to take on work as required and to work unsociable hours on occasions</li> </ul>	E	Application
<ul style="list-style-type: none"> <li>• Knowledge and experience of the sport and physical activity sector</li> </ul>	D	Application
<ul style="list-style-type: none"> <li>• At least 5 years' experience of working with grant funding and other funding application processes</li> </ul>	D	Application
<ul style="list-style-type: none"> <li>• Knowledge and experience of delivering funding workshops</li> </ul>	D	Application/Interview
<ul style="list-style-type: none"> <li>• First Aid Qualification</li> </ul>	D	Application
<ul style="list-style-type: none"> <li>• Hold a full driving license and can use own car for business purposes</li> </ul>	D	Application

Last updated: April 2018

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