



Application Pack

Funding Administrator

The application pack consists of the following:

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You will also need:

After reading this pack to apply you will need to:

Complete the application form online which consists of:

- A section detailing your personal details, work history and experience.
- 3 role specific competency-based questions.
- An equal opportunity monitoring section. Your equal opportunities information is separated from your application at source and is not seen by the recruiting manager.

Please read section 4 below carefully before completing your application.

- **Deadline for applications: 17.00 on Wednesday 28th September 2022.**
- **First interviews: Wednesday 5th and Thursday 6th October 2022.**
- **Second stage interviews: Wednesday 12th October 2022.**
- **We would like the successful candidate to start as soon as possible.**



Barnwood Trust: Background

Making sure everyone feels at home in Gloucestershire is at the heart of what we do at Barnwood Trust. We work alongside disabled people and people with mental health challenges to make the county a more inclusive and enjoyable place to live.

This involves us in a wide range of activities. We give grants to encourage community initiatives or help people with day-to-day living. We share knowledge and ideas to help people in Gloucestershire find new ways around familiar problems. We also open doors to new directions and experiences by encouraging people to learn a new skill or re-discover an old passion, or to join or start groups in the community.

All our work is about building belonging. Something wonderful happens when people gain a sense of being part of a community. Togetherness is empowering. Togetherness means people can take control of their lives and then support others in similar situations, through sharing their experiences. Everything we do works towards creating closer communities in Gloucestershire by sparking that sense of belonging.

Importantly, we don't work in isolation. We have long-established relationships with organisations across the county. Through sharing ideas and experience we support them to think about disability, community, housing and opportunities differently.

We view our relationship with disabled people and people with mental health challenges as a partnership. We don't run services. Rather, we offer the know-how for people to develop their own community groups and initiatives. Similarly, while we add funds, ideas and energy, the community provides the focus. Together, we support change in communities, encouraging people's diverse strengths and bringing the county closer together.

Barnwood Trust was set up over 200 years ago to support people with mental health challenges living in Gloucestershire. Today, we help thousands of people every year and we are a financially independent organisation that doesn't rely on fundraising. What really sets us apart today is our focus on building belonging across the county - recognising the contribution everyone makes to Gloucestershire.

Job Description.



TERMS AND CONDITIONS

- This role is permanent, and we welcome applications from people looking for full time hours (37.5hrs a week). We offer a flexible start between 8am and 9.30am Monday to Friday
- Salary – £24,503
- This position is based in our office in central Cheltenham with occasional opportunities for home working.

PURPOSE

1. To administer the different funding programmes, whilst keeping within the Trust's criteria in an efficient and effective way.
2. To contribute to the development of the funding programmes as they evolve.

INTRODUCTION AND BACKGROUND

Barnwood Trust is a long-established charitable trust in Gloucestershire. Its vision is that Gloucestershire is a better place for disabled people and people with mental health challenges to make the most of their lives, through acting as a catalyst for lasting change.

By enabling possibilities within communities, sharing ideas and providing grants, we enable people to shape where they live and discover new opportunities.

Our work is focussed on four strategic goals:

- Disabled people and people with mental health challenges follow their passions and take up opportunities and no one feels excluded
- Disabled people and people with mental health challenges live in well-designed homes in welcoming sustainable communities
- Disabled people and people with mental health challenges are fully involved in creating welcoming communities, spaces and places
- Disabled people and people with mental health challenges influence people, places and organisations to make positive changes on disability issues and inclusion



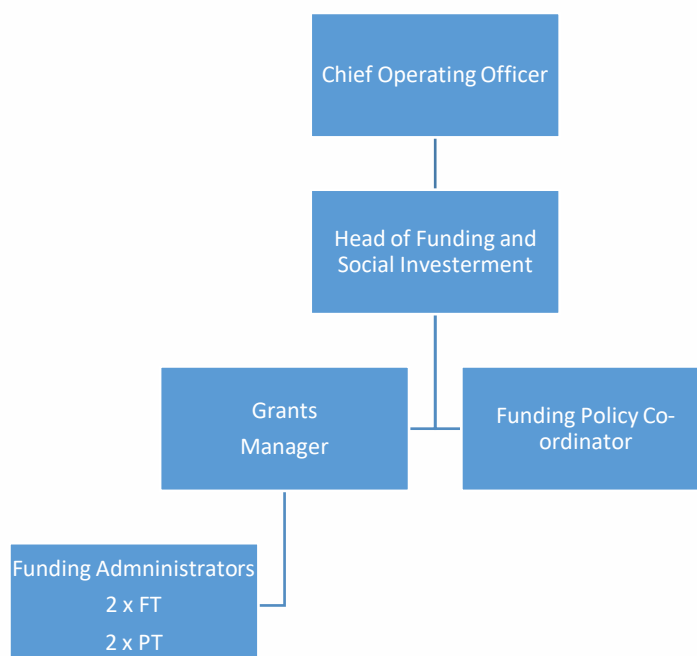
POSITION IN THE ORGANISATION

The Funding Administrator reports to the Grants Manager and is a member of the Funding Team. The Funding Team is part of the Supporting Operations Directorate and comprises Funding Administrators, Grants Manager, Funding Policy Co-ordinator and the Head of Funding & Social Investment.

The Funding Team administers all the funding programmes, which are:

- Individual grants
- Place-based funding
- Commissioned projects
- Strategic partnership funding

The Funding Team is part of the Supporting Operations Directorate which is led by the Chief Operating Officer who has oversight of the following functions: Funding, HR, Finance, Governance, Facilities and Project Management.





OUTLINE OF FUNCTION

The main functions of this role relate to the processing of, and support for, funding applications and are:

Funding Administration:

1. Review and process applications from individuals, referrers and organisations via the online application portals, gathering any additional information needed to further the grant application to next stage.
2. Provide additional assistance to individuals and organisations to make an application to Barnwood Trust where reasonable adjustments to the process are required.
3. Respond to all enquiries from applicants, referrers, organisations, and other connected parties in an appropriate manner, showing consideration and patience for callers who may have communication or learning challenges.
4. Support applicants throughout and following their application, maintaining good relationships with individuals, organisations and referrers.
5. Work with Strategic Development Managers to support the completion of all information required by the internal Funding Review Group.
6. Work with the Head of Funding and Social Investment and Grants Manager to prepare for, and administer, all funding applications and grant awards relating to Gloucestershire Funders and the internal Funding Review Group.
7. Process grant awards in line with the agreed framework. Make reasonable adjustments to awards where anomalies arise.
8. Report feedback and comments from all applicants and potential applicants to the Grants Manager. Handle any issues which arise with a professional and empathetic approach.
9. Approve invoices for payment within the agreed funding amount and forward to finance for payment.
10. Maintain clear, consistent and up-to-date records on Flexi-Grant and other internal databases.
11. Support the Funding Policy Co-ordinator to provide the administration for commissioned projects funding.



Funding programme development and knowledge sharing

12. Contribute to the development, evolution and improvement of all funding programmes.
13. Actively engage with Experts by Experience and the Insights Team in the formation and review of all funding programmes. Contribute your knowledge and experience of Barnwood's funding programmes to discussions on how to deepen the trust's impact on disabled people and people with mental health challenges in Gloucestershire.
14. Assist all Trust employees in understanding the Funding Policy and Programmes and decisions that have been applied to awards, advising on why Grants have and have not been awarded.
15. Support the provision of data across all funding programmes for reporting purposes, through accurate and consistent logging of data and the completion of the daily statistics log.
16. Regularly share statistics, stories of impact, and updates to funding programmes to the wider Barnwood Trust team at Funding Drop-in sessions and Whole Team Meetings.

Safeguarding and Welfare:

17. Adhere to Safeguarding guidelines by following the Trusts Safeguarding policy and processes, escalating concerns to the Safeguarding Leads via the Safeguarding concern form. Share learning and best practice at Safeguarding drop-in sessions.
18. Signpost applicants who do not qualify for our Funding to other possible sources of support within the county, whilst balancing the need to step back from providing the role of a support worker.

Contribution to the Trust's overall programmes of work

19. Contribute to activities organised to support the development of Barnwood Trust and its Teams.
20. Contribute to events and activities organized to promote the work of the Trust.
21. Participate in and, where relevant, contribute to the Trust's internal and external Learning Programme, and to activities designed to evaluate the work of the Trust.



General

22. Uphold, safeguard and promote the Trust's values, principles and policies through personal conduct, approach to all tasks undertaken and conduct of relationships with everyone engaged with, inside and outside the Trust.
23. Participate in routine tasks required to maintain a high-quality environment for everyone using Barnwood Trust's premises.
24. Take responsibility for working in accordance with the Trust's policies, with special regard to the safeguarding policies, taking reasonable care for your
25. own health and safety, and that of other people, and to comply with all health and safety legislation.
26. Ensure the Chief Executive is kept informed of all important matters related to the work of the Trust across the county.
27. Maintain confidentiality at all times and ensure compliance with the Trust's Information Governance Policy and suite of policies.

Person Specification.



Commitment to disabled people and people with mental health challenges

- Passionate about making a positive difference to the lives of people with disabilities and people with mental health challenges

Essential Knowledge and Experience

- Experience of organising, processing, prioritising, and planning workload as part of a busy team
- Experience of contributing to the ongoing evolution and improvement of a programme of work, suggesting solutions to streamline and improve existing processes and ways of working
- Experience of working with vulnerable people, and dealing sensitively but proactively with telephone and email enquiries

Skills

- Strong self-awareness, enabling the establishment and maintenance of exceptional working relationships with a wide range of people using tact, diplomacy, and sensitivity
- Good numerical and analytical skills
- Ability to work meticulously and methodically, demonstrating attention to detail
- Ability to work in a positive and flexible manner
- Capacity to manage a varied workload, establishing priorities
- Ability to work under pressure to meet deadlines
- Strong IT skills (demonstrable proficiency in using MS Office, Word and Excel) and the ability to use technology to achieve work plans and objectives

Work ethic and approach

- A positive attitude and an ability to generate goodwill and build relationships with collaborators and colleagues
- Ability to manage parallel tasks, prioritise work and cope with the unpredictable and manage time effectively to meet internal and external deadlines



- Displays the utmost integrity and an ability to hold and respect confidential and sensitive information
- Dependable and resilient
- Commitment to working as part of a team
- Self-motivated, resourceful, and proactive in taking initiative
- Concern for, and commitment to, delivering high quality work

GUIDANCE ON APPLICATIONS – Guaranteed Interviews:

In the person specification we describe some 'essential skills or experience' (a few things we really need the person applying to be able to do). If you have a disability (this includes mental health or long-term health conditions) and have these essential skills or experiences, we will guarantee you an interview.

To be invited to interview or assessment in this way, you must detail in the answers to our 'Competency Questions' document how you meet the essential criteria for the role and then check the box next to the question asking if you would like your application to be considered for this.

A request under the guaranteed interview scheme does not guarantee an applicant a job. At interview, the best candidate will be offered the role. If you are invited to interview you will receive your invite and we'll ask you about any reasonable adjustments that you may need.

GUIDANCE ON APPLICATIONS - How to apply:

On our website, click on Apply Now to be taken to the online application form. The online application form has 3 sections for you to complete:

1. The form will ask you to complete a basic application form including your personal details, work history and experience. This section will not be shared with the recruiting manager until after shortlisting and will be held by the recruitment team.
2. The form will ask you to answer 3 role specific competency-based questions. It is only your answers to these 3 questions that will initially be shown to the hiring manager to shortlist applicants for interview so please answer these questions fully.



3. Finally, the form will ask you to complete an equal opportunity monitoring section. Your equal opportunities information is separated from your application at source and is not seen by the recruiting manager.

Equal Opportunities questions help us to monitor the effectiveness of our Equal Opportunities policy by gaining a picture of all those applying for and obtaining jobs with the Trust. The Equality Act 2010 protects people from discrimination and promotes equality on the basis of a number of 'protected characteristics'. We ask for information on your 'protected characteristics' to help us monitor our performance on equality.

Completing the form:

You may wish to complete your application in stages. To do this, use the 'save and continue later' function at the bottom of a page in the application. The form will ask you for an email address and will email you a link to the completed section of form so you can go back to it later even if you close your web browser.

Applications must be submitted by the closing date and time. Once you have submitted your application form you will not be able to make any further amendments and you will not be able to see a copy. If you are invited to interview, we will share a copy of your application form with you.

We want our application process to be right for you as an individual, so if there's anything you think we can do to make this process more straightforward for you please email recruitment@barnwoodtrust.org directly to discuss what support we might be able to provide. Our career page on our website (<https://www.barnwoodtrust.org/about-us/current-jobs/>) has some examples of things we may be able to put in place for people who request extra support.

Barnwood Trust is committed to safeguarding and promoting the welfare of disabled people and people with mental health challenges and expects all employees to share this commitment. Therefore, all offers of employment are subject to a number of employment reference checks and a basic DBS check provided by the Trust