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| **Funding Support Assistant**  **SALARY GRADE: HBC4** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – keeping great service delivery at the heart of everything we do * Personal Growth – learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Flexible / hybrid working arrangements available * Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme.   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| As Funding Support Assistant you will support the Programmes Office in developing and monitoring medium to large scale bids for external funding, ensuring they align with the Borough's strategic priorities. Your role involves assisting the team in working with national, regional, and local partners to maximize external funding within the Borough.  More specific responsibilities include:   * Develop and manage a caseload of small-medium scale funding enquiries. * Support the Senior Funding Development Officer and the Funding Development Officer in developing and collating funding bids, including proof-reading, servicing meetings, liaison with funders and collation of supporting materials for bids. * Support the Senior Funding and Monitoring Officer and the Funding and Monitoring Officer in the management of a caseload of grant monitoring/management projects. * Manage the Team’s database of funding enquiries and produce statistical information and reports on a regular basis. * Maintain an overview of funding programmes and developments at a national, regional and local level and disseminate information on these as appropriate. * Contribute to the development of promotional material and activity for the team, specifically webpages, newsletters, training sessions and events. * Effectively and proactively implement the Council’s Equal Opportunities and Health and Safety policies. * Undertake any other duties and responsibilities as assigned from time to time, which are commensurate with the grade of the job. | |
| About You | |
| As Funding Support Assistant you will require a minimum of 5 GCSE’s at grade C/4 or above, including Maths and English. Also minimum NVQ level 4 or equivalent in a business related discipline.  In addition you will have:   * Experience of working with external agencies. * Proven success of contributing to a team to achieve its objectives. * Strong interpersonal skills. * Ability to work as part of a small busy team. * Self-motivated and organised to work effectively with minimum supervision. * Proficient in Windows and Microsoft packages. * Ability to interpret, manipulate and present numerical data. * Excellent written and oral communication skills.   The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
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