

April 2022

Dear Applicant

**Application Pack for the position of Funding Co-ordinator**

Thank you for your interest in the above post at Better Start Bradford.

This application pack consists of:

- Job description, person specification and candidate privacy notice
- Application form
- Equal opportunities monitoring form

Please complete the application form and equal opportunities monitoring form and return it to us no later than Friday 13 May at 12 noon. Interviews will be held week commencing 23 May 2022. **Please note, we do not accept CVs.**

You can return your application to us via email at [jobs@betterstartbradford.org.uk](mailto:jobs@betterstartbradford.org.uk). To ensure that all candidates are treated fairly, as part of the shortlisting process we remove the first two pages of the application form – please do not add personal identifiers on any of the other pages.

You can find out more about Better Start Bradford at [www.betterstartbradford.org.uk](http://www.betterstartbradford.org.uk)

We are holding a **Recruitment Information Workshop via Zoom on Friday 6 May**, if you would like to attend, or if you would like an informal discussion about this post, please contact the admin team on 01274 723146 or email [jobs@betterstartbradford.org.uk](mailto:jobs@betterstartbradford.org.uk) to arrange.

We look forward to hearing from you.

Yours faithfully

**Alex Spragg**

**Programme Director, Better Start Bradford**

## Funding Co-ordinator

### Job Description

<b>Office base:</b>	Mayfield Centre, Broadway Avenue, Bradford, BD5 9NP (Hybrid working options are available)
<b>Hours of work:</b>	37 hours per week (full time)
<b>Starting salary:</b>	£26,000
<b>Holiday entitlement:</b>	25 days per year plus bank holidays and one floating day at Christmas/New Year pro rata
<b>Benefits:</b>	Bradford Trident offers a workplace pension scheme and employer-subsidised health care cover
<b>Special conditions:</b>	An Enhanced DBS Check is required The Better Start Bradford programme is funded until 31 March 2025

### Background

Better Start Bradford is a 10-year National Lottery Community Fund programme managed by a local partnership. Bradford Trident holds the position of accountable body and is the employer of the Better Start Bradford programme team. Find out more at [www.betterstartbradford.org.uk](http://www.betterstartbradford.org.uk).

### Job role

To manage and support the delivery of our successful [Parents in the Lead Activities Fund](#) and the development of its new focus. This will involve:

- Looking at new ways of supporting groups and developing activities to build on its impact to date.
- Networking with voluntary, community and statutory partners and the Better Start Bradford programme to embed quality provision in the local community.
- Developing good practice by supporting the implementation and ongoing monitoring of activities.

### Specific responsibilities

- 1. To enact decisions of the Better Start Bradford Partnership Board and any sub-groups set up to review the Parents in the Lead Activities Fund**
- 2. To review and support for the application process:**
  - Drawing up timelines
  - Reviewing documents for the delivery of the activities fund
  - Providing expertise on running an activities fund programme
  - Supporting assessment panels in evaluation
  - Managing the application process
- 3. To work with the Family and Community Engagement Team, Communications Team and Volunteer Co-ordinator to:**

- Develop a training package and toolkit for applicants, successful project leads and panel members.
- Provide events for applicants, successful project leads and partners to publicise and promote the fund, support the application process and share learning.
- Support groups with innovative ideas.

#### 4. To undertake monitoring and evaluation:

- Report to the Finance Manager at quarterly intervals.
- Update monitoring procedures for the Parents in the Lead Activities Fund groups that reflect any changes in the fund.
- Develop creative means to report on Parents in the Lead Activities Fund group activity to the Better Start Bradford Partnership Board and other appropriate partners.

#### 5. Responsibilities:

- To provide mentoring and guidance to staff, parents and volunteers involved in delivering the Parents in the Lead Activities Fund.

### Managerial responsibilities

**Reports to:** Community Engagement Manager

### Organisational responsibilities

All staff are expected to:

- Demonstrate a commitment to Better Start Bradford's vision, values, aims and core objectives and be prepared to contribute positively towards them.
- Promote and develop the positive profile of Better Start Bradford with parents, the community, and all other stakeholders.
- Liaise closely with other programme and project staff members to ensure the development of integrated objectives and collaborative working.

### Legal and statutory responsibilities

All staff must comply with Bradford Trident Health and Safety and Safeguarding policies and attend relevant training as required.

Bradford Trident and Better Start Bradford are committed to ensuring and promoting equality and diversity and developing an organisational culture that values people and the diverse contribution that each individual can make. All Equality and Human Rights Legislation will be adhered to.

All members of staff are bound by the requirements of the Data Protection Act 2018 and the General Data Protection Regulation 2018. Any breaches of the act or the confidential nature of the work of this post could lead to disciplinary action.

**Note:** This is a job outline only and seeks to set out the principal purpose and functions of the role; as the job continues to develop, it may be subject to change.

# Funding Co-ordinator

## Person Specification

Attributes	Essential or Desirable	How Identified Application Form / Interview / Test
<b>Experience</b>		
Experience of working with a range of agencies, including the voluntary and statutory sectors, to improve outcomes for disadvantaged groups and communities of interest	E	AF/I
Experience of having participated in managing a funding programme	E	AF/I
Experience of facilitating community participation in grants management and decision making	E	AF/I
Experience of monitoring / evaluation and quality assurance of community engagement activities	E	I
Project management experience	D	AF
Experience of working in the voluntary / charitable sector	D	I
<b>Qualifications/training</b>		
Good general standard of attainment in English and Maths (Level 5 / Grade C or above)	E	AF/I
A minimum of three years' experience working in a community funding / grants management setting	D	AF
<b>Special knowledge/skills</b>		
A good understanding of the importance of the early years	E	AF/I
Excellent communication skills both verbally and in writing, and effective listening skills	E	AF/I
Excellent organisational skills with the ability to lead meetings	E	AF/I
Ability to develop robust monitoring processes and to evaluate information for reporting purposes	E	AF/I
Proficient in the use of ICT to support and enhance your role, using Microsoft Office	E	AF
Ability to cascade detailed information / reports to a range of audiences including the Better Start Bradford Partnership Board and broader partners	E	I
Ability to work with the Finance Manager to share budget information and allocation of funds	E	I
Ability to communicate in a minority language used in the Better Start Bradford area	D	AF
<b>Personal circumstances</b>		
Ability to be flexible in your working hours	E	I
<b>Disposition, adjustment and attitude</b>		
Ability to develop positive relationships with all sections of the community and the Better Start Bradford Team	E	I
Ability to prioritise own workload and manage time effectively	E	I

## Candidate Privacy Notice

This role will be employed by Bradford Trident and funded through The National Lottery Community Fund.

As part of our recruitment process we collect, process and store information about you. We do this for the purpose of being able to communicate with you throughout this process as needed. By applying for this post, you give consent for us to process your information as is described here in the notice.

As part of the recruitment process, we will be collecting equality monitoring. This is anonymised. We report on this information to our board to ensure our recruitment practices are fair.

If your application is unsuccessful, we will securely destroy any identifiable personal information.

If your application is successful, we will keep your information so we can invite you to the next stage of the process. We will never share or sell your data to any third party organisations.

If you would like to read the longer and more detailed version of this privacy notice, please email [jobs@betterstartbradford.org.uk](mailto:jobs@betterstartbradford.org.uk).