**CYNGOR TREF PONTARDDULAIS TOWN COUNCIL**

**APPOINTMENT OF GRANTS OFFICER (PART TIME)**

**Duties and responsibilities**

Undertake regular research using a variety of methods to identify potential grant funding streams and prioritise opportunities based around the Council’s need and funding criteria/deadlines.

Take responsibility for compiling grant applications in conjunction with the public and partners. Maintain and manage effective electronic and paper-based records and filing systems in support of all grant applications.

Produce monthly reports and updates to council. Attend monthly Council meetings and any appropriate committee meeting.

Perform accurate, reliable and consistent data entry and administrative support.

Ensure work is completed to a high professional standard and in accordance with relevant Council policies and procedures.

Carry out any other reasonable duties that may be requested by the Council and “shadow” and assist the Clerk as and when required.

**Personal Specification/Key Competencies**

Experience of developing and delivering successful grant fundraising opportunities across a broad range of activities.

Good financial understanding and the ability to analyse, manipulate and present financial and other data.

Ability to plan and deliver against targets.

 Ability to prioritise, multi-task and work well under pressure.

**Skills/Abilities:**

Able to use own initiative to solve problems.

 Familiar with computer software.

 Excellent written and verbal communication skills.

 Excellent administration skills.

 Strong interpersonal skills.

 Good organisational and planning skills particularly in time management.