

Program Assistant

Reporting to: Grants and Programmes Manager

Hours: 37.5 hours per week

Job type: Permanent

Salary: £22,648.13 - £ 25,624.28

About the Organisation

The Living Well Consortium is a network of third sector organisations working to improve the mental health and wider well-being of local people, especially those who are most in need, through the provision of high quality, responsive and specialist services and initiatives. We currently have over 30 members.

We have been successful in securing contracts with all the three Birmingham CCGs to develop and deliver new approaches to psychological support to people in the community in Birmingham, under the Improving Access to Psychological Therapies (IAPT) programme.

We aim to position the Consortium to be able to take a leading role in the design and delivery of mental health and wellbeing services in Birmingham, and to enable voluntary sector organisations to work together to respond to the current funding challenges in the health and charitable sectors.

Overall purpose of the role

To work closely with the Grants and Programmes Manager on funding applications and to provide support on delivery of grant programmes and projects.

Responsibilities and Duties

- Contribute to a collaborative, effective and positive fundraising team.
- Assess and monitor the delivery of grants and programmes using a range of management information systems.
- Proactively seek out small and large funding opportunities.
- Support with the maintenance of accurate and up to date records of funding applications and correspondence with funders, trusts and foundations.
- Stay well informed on the current funding climate.
- Act as a point of contact for Consortium members providing advice and guidance on the internal grant application process.
- Act as a point of contact for Consortium members involved in programmes delivery.
- Support the development of materials and documentation to meet the needs of Consortium members and funders.
- Support the Coordination, Monitoring and Evaluation of projects in delivery throughout the Consortium.
- Organise events related to the management of programmes including briefing sessions for Consortium members, partners and other delivery organisations.
- Thorough attention to detail as it pertains to documentation and funding.

- Support the Grants and Programmes Manager on projects.
- Support the team to meet Funder requirements as needed.
- Support the management and monitoring of work placements across the Consortium including liaising with consortium members as needed.
- Support the Grants and Programmes Manager to implement programme management processes to ensure regular monitoring of projects.
- Support the Grants and Programmes Manager to establish contracting arrangements with Consortium members throughout delivery of projects.
- Maintain regular communication with Consortium member organisations and other delivery organisations to ensure project outcomes are achieved.
- Work with the Grants and Programmes Manager to develop guidance and support for Consortium member organisations and other delivery organisations in line with feedback and performance monitoring.
- Support with the production of progress and performance reports for partners and funders and contribute to effective relationship management processes.
- Support with the production of case studies and reports on activity and impact to support the management of funder relationships and Living Well UK's business development and fundraising activity.
- Support the management of external programme evaluation and act as a point of contact for those involved in evaluations and impact assessment.
- Support the Grants and Programmes Manager in the provision of information and advice to the Board.
- Occasionally support the development of projects by contributing to bids and tenders.
- Undertake training and development deemed necessary for the post.
- Carry out any other duties commensurate with the role.

Person Specification and experience

- Must be able to multi-task and be a proactive team player
- Previous grants funding knowledge
- Possess a positive, energetic attitude with a proven track record of going above and beyond customer service
- Experience of building effective working relationships and a passion for collaboration across teams
- Experience of monitoring and evaluation processes
- Experience of writing internal and external reports
- Experience of monitoring financial and operational performance
- Excellent written and verbal communication skills
- Excellent Time Management skills and proven ability to hit deadlines
- Ability to plan, organise own workload and deal with competing demands
- Ability to work on own initiative with minimal supervision
- Confident communicator at all levels
- Effective time and workload management
- Commitment to continuous improvement including own professional development
- Willingness to be flexible and dynamic as organisation needs change
- Commitment to principles of Equal Opportunities
- Positive and energetic approach to work

- Understanding of working within the third sector

Statement:

This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.

The information being handled by employees of Living Well UK is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Policy including possible dismissal. In the case of computerised information, could result in prosecution for an offence or action for civil damages under the Data Protection Act 1998.

Employees must take reasonable care and be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Living Well UK is committed to Equal Opportunities in Employment and therefore it is the aim of Living Well UK to ensure that no applicant or employee receives less favourable treatment on grounds of gender, disability, religion, race, colour, sexual orientation, nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable.

Living Well UK is responsible under the existing equality and diversity legislation to ensure equality issues are promoted and you are expected to work with Living Well UK to fulfil these obligations, Living Well UK policies and codes of good practice.

Due to the nature of this post it is subject to a Disclosure and Barring Service (DBS), criminal records check.