

Designation:	Funding Coordinator
Grade:	Stroud 3
Responsible to:	Independent Living Community Hub Facilitator
Service Area:	Independent Living, Housing Services
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

- Good standard of General Education

EXPERIENCE

- A pro-active self-starter with a strong record of managing a variety of projects and programmes, ensuring delivery targets are met in line with agreed timescales, rules and regulations.
- Demonstrable experience of building and maintaining positive, collaborative working relationships with colleagues, partners and stakeholders.
- Working with residents of local areas to form committees and constitutions.

SKILLS & KNOWLEDGE

- High level of organisational skill
- Excellent written and oral skills
- Knowledge of current fundraising procedures and legislation affecting fundraising activities.
- Ability to work under own initiative, prioritising work and producing accurate information with strict and competing deadlines.
- Work collaboratively in a team and where appropriate across or with different professional groups, with occasional task delegation and providing support, assistance and cover where needed.

JUDGEMENT AND DECISIONS

- Ability to distinguish between need to make a decision and when to defer, also contributes to the decision making of others by providing relevant information.
- Uses initiative or creativity to resolve problems

OTHER

- Committed to working for an employer that values diversity and equality of opportunity

CORE COMPETENCIES

1. Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

2. Customer Focus

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment of understanding and meeting their needs, in line with policies.

3. Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

4. Innovating

You will be able to seek better, more effective ways of delivering services.

5. Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

6. Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.

Outer layers of the [competency framework](#) apply with Management and Leadership roles.