**Job Description**

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| **Job title** | Area Support Assistant |
| **Grade** | Grade 3 |
| **Service/Team** | Community Resilience / Area Arrangements |
| **Main purpose of job** | 1. To be a versatile and proactive member of the Community Resilience Team; able to support current as well as future areas of work 2. Undertake a varied range of duties within a busy and diverse service area, offering practical and administrative support to the Community Resilience Team to deliver against agreed outcomes 3. Undertake all duties in a manner which ensures confidentiality appropriate to each matter. This position may require occasional work outside of usual business hours, including evenings and/or weekends 4. Understand the needs and demands of working in a political environment |
| **Key responsibilities** | 1. Provide practical input to support and facilitate community engagement 2. Provide information to local voluntary and community sector organisations and groups on funding opportunities such as Neighbourhood Fund, Community Chest Fund, Crowdfunding, CLLD      1. Provide support in respect of delegated budget monitoring and administrative arrangements, including responsibility for the full administration process of the Community Chest Grant, maintaining office systems, data management, grant payment and evaluations 2. Prioritise tasks and coordinate activities to meet sometimes challenging timescales to ensure responsive and effective service delivery. 3. Whilst working with minimum supervision, follow procedures and when necessary use own initiative to creatively and effectively solve problems. 4. To be attuned to appropriate relationships when in contact with members and officers and be adept at having the right manner, conversation and communication with members, officers and stakeholders |
| **Key tasks** | 1. To assist in the assessment of funding applications, data capture, analysis and performance monitoring of projects ensuring agreed outputs and outcomes are delivered. 2. Provide timely and relevant support in relation to team requirements e.g. VCS Network meetings, Area Boards, Area Committees. This may include arranging meetings, populating information for reports and circulating papers 3. Provide timely and relevant support in relation to the Community Led Local Development (CLLD) programme including organisation and facilitation of meetings and events, communications/website maintenance and administering payments to projects. 4. Produce timely and audience relevant bulletins and information via appropriate media platforms |
| **Responsible for staff/equipment** | None |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council |