

Role Profile

Part A - Grade & Structure Information

Job Family Code	6BF	Role Title	Grant Funding Support Officer - Tree Planting
Grade	PS6	Reports to (role title)	Tree Planting & Strategy Manager
		Directorate/School	Environment, infrastructure & Growth
JE Band	192-227	Service/Department	Natural Capital
		Date Role Profile was created	Jan-25

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>Tree Planting Strategy contributes to our climate change delivery plan and our ambition to plant 1.2 million trees by 2030 and this role will provide the Tree Planting & Establishment Team with specific support for the grant funding of the project. This will be including but not limited to office and administrative services, contributing to the delivery of an efficient, ambitious, and innovative planting programme. The programme has a strong record of both successful, and essential, grant submissions, for which this role will play a vital part in continuing.</p> <p>The Postholder will;</p> <ul style="list-style-type: none"> - Support the administrative processes associated with our multiple grant funding submissions and other aspects of the tree planting & establishment programme - Monitor the 'Trees' email inbox and respond to incoming queries and enquiries and directing messages as appropriate to relevant teams - Produce accurate data and up to date information for management to monitor programme outputs, to help improve service delivery and mandatoring grant reporting - Oversee the input of data into appropriate databases in order to keep records up to date, accurate and in accordance with service procedures in line with planting, reporting and submission timescales and follow up non-compliance with schools and social care teams - Seasonally assist with stock control in the depot yard to meet our delivery timescales - Support financial processes - Contribute to the regular monitoring, evaluation and learning of the programme - Assist with programme planning by working with external partners and seeking future funding opportunities - As required, support wider team tree planting projects.
Work Context	The successful applicant will have a pro-active approach to work and will manage their own diary. The place of work will vary between office, on site and working from home and will be agreed with their line manager. The wider team work flexibly through a mix of office based, site and some home-based working. You may be required to visit potential planting sites throughout the County and support the liaison of residents, community groups, volunteers and council members and attend engagement events. Please note that a full driving licence is desirable for this role.
Line management responsibility if applicable	No current line management responsibilities
Budget responsibility if applicable	No direct budgetary responsibilities.

Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Provide and manipulate data for statistical purposes and run and present standard reports. • Prepare and despatch a range of correspondence/documents to facilitate efficient response to enquiries and timely conclusion of any process connected with the defined area of activity. <p>Service Delivery</p> <ul style="list-style-type: none"> • Deliver a range of administrative and/or customer/consultancy services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. • Receive and respond to everyday enquiries from colleagues and customers to provide a timely, courteous and effective service. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Support a group of senior staff/service team, ensuring confidentiality, and assisting in the effective organisation of internal/external meetings and activities to support a high standard of office organisation. • Plan and prioritise own week-to-week work activities, to ensure operational efficiency. Refer to more senior colleagues for prioritisation of non-standard work. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Follow established ordering procedures to ensure adequate resources are available. <p>Work with others</p> <ul style="list-style-type: none"> • Maintain a network of contacts, knowing who to liaise with on key issues to report on and resolve issues. • Communicate and liaise with service users and/or external contacts, usually through established routine connections as own section of work requires. <p>People Management</p> <ul style="list-style-type: none"> • Guide junior staff in duties to facilitate their development and ensure routines observed. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To work alongside colleagues in the maintenance of a safe working environment reporting incidents, accidents, repairs and maintenance promptly and taking appropriate action as required. Adherence to safe working under the health and safety policy is required.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Minimum 5 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level. • Relevant HR, management, communication, business administration or financial qualification to NVQ Level 2/3, or able to evidence knowledge/understanding of relevant discipline. • Familiar with one or more of the specific processes used in the relevant discipline. • Ability to apply relevant health and safety, equality and diversity, and other County/Service policies and procedures. • Competent in a range of IT tools. • Ability to work with others to achieve objectives and improve customer service. • Good written and oral communication skills with the ability to build sound relationships with customers. • Good administrative /organisational and analytical skills. • Ability to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to information gathering, recording and reporting. • Previous relevant work experience. • Experience of maintaining business processes and systems. • Ability to guide and support less experienced or more junior colleagues (for some roles).
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Essential</p> <ul style="list-style-type: none"> • A level, HNC or equivalent, or able to evidence ability at an equivalent level • Good IT skills, including strong excel ability, and including MS Office and database management systems. • Good written and oral communication skills with the ability to build sound relationships with volunteers and stakeholders • Ability to prepare and present reports in a logical and digestible format. • High level administrative, analytical and organisational skills. • Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to information gathering, recording and reporting. • Willingness to travel around the county when required to meet the demands of this role <p>Desirable</p> <ul style="list-style-type: none"> • Previous knowledge of grant funding, community work with volunteer groups and an interest in tree planting and environmental outcomes

Role Summary	<p>Roles at this level provide a business support service as part of a specific service or service team. They will carry out a range of administrative tasks using knowledge of general office routines and procedures, together with a broad understanding of the department and how the tasks directly support the service or service team. The work is within established processes and procedures and while it may not be subject to direct supervision, guidance is readily available. They will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day or week-to-week timescales, usually reacting to clear deadlines or processes. They support more senior staff by executing the detailed processes in specific aspects of business, financial, communication, facilities and/or HR administration and will be fully versed in all the procedures of their specialism. They may be involved in guiding the work of more junior staff. For some roles, customer service may be the predominant feature, e.g. dealing with a variety of clients in relation to a department's activities. Others may support a group of more senior staff with some of the more routine duties and ensure matters are dealt with appropriately when they are out of the office.</p>
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