**INTERLINK JOB DESCRIPTION AND PERSON PROFILE**

**Post title: FUNDING ADVICE COORDINATOR**

Hours: 37 hours, job share or part-time considered.

Line Manager: Community Advice Manager

Salary: NJC Scale Point 20 (£25,991) rising to scp 21 (£26,511) after successful completion of a probationary period.

Location: Working in the community and remotely in RCT. Interlink has an office base in Pontypridd.

**Description of Role:** You will make a difference to local communities by providing funding information, advice and support to local community and voluntary organisations in RCT. As a vital part of the Community Advice Team, your will work with colleagues, members and partners to transform the on-line and face to face support to volunteers and community and voluntary groups including:

* Responding to enquiries for funding advice from community and voluntary organisations in RCT.
* Providing one to one advice and support to local groups on-line and over the phone and face to face support to community and voluntary organisations who are digitally excluded.
* Develop the ‘on-line’ offer through the Interlink website, the Third Sector Support Wales Knowledge Hub and Connect RCT Platform.
* Work with the Community Advice Team to deliver face to face and on-line training and events.
* Working with Community Advice Team colleagues to promote and provide funding and peer to peer support to the Sector.
* Capturing feedback on the quality of the information and advice you support including recording the information and support you provide through the Customer Relationship Management (CRM) system and other administrative tasks.
* Work with partners to support and help sustain local activities, services and facilities including supporting large partnership and Interlink funding applications.
* Representing Interlink at a local and regional level as required, for example, at local network meetings and national meetings of Third Sector Support Wales – the network of County Voluntary Councils in Wales with WCVA.
* To work on your own initiative and as part of a team.
* To work to agreed plans and meet agreed objectives and outcomes.
* To use a range of IT and software.
* To undertake learning and development and regular supervision.
* To follow Interlink policies and procedures.
* To undertake other relevant tasks relevant to the role.

The post holder will report to their line manager and oversee the effective delivery, monitoring and evaluation of programmes with the support of the Interlink Management Team.

**Role Specific Requirements:**

* Have at least one years’ experience of providing funding advice and support or can demonstrate transferable skills.
* Be able to demonstrate a high level of digital literacy with experience of a range of digital applications.
* Have experience of partnership working.
* Communicate in the welsh language (desirable).
* Access a car for work purposes (desirable).

**Requirements for all Interlink Staff**

**Effective working with people, able to:**

* Listen to and communicate with a diverse range of people.
* Respect people’s personal choices and be non-judgmental.
* Deal professionally and calmly with challenging situations and individuals
* Maintain professional boundaries
* Demonstrate excellent verbal and written communication skills.

**Effective team and organisational working, able to:**

* Be positive about your role, your colleagues and the organization
* Be aware how your behaviour and attitude can impact on your performance and the performance of your colleagues
* Develop your skills and knowledge through continuous learning.
* Be flexible and adaptable to the changing needs of the organization
* To follow policies and procedures including safeguarding, confidentiality and data protection.
* Understand and articulate the connection between your performance, project outcomes and organisational performance and the future sustainability of Interlink.
* Identify and effectively manage risk and safeguarding within your area of work.
* Adhere to guidelines, rules, legal and other frameworks within which you are expected to work in line with the expectations of your role.