



Essex Association of Local Councils

Funding Officer - 26 hours per week

1 year contract with review

Mostly office based in Great Dunmow

Approximately £23,000 pro rata (Dependent on Experience)

The EALC is a growing County Association that serves the parish sector in Essex. We are looking for a new member of staff who will be responsible for the provision of funding channels that we administer on behalf of Essex County Council, help and advice to Parish Councils and other constituted groups in Essex on a range of issues under the guidance of the Chief Executive Officer on a range of matters.

Key responsibilities and duties will include:

- Accessing applications to ensure they meet criteria
- Reporting on the Community Initiative Fund to ECC
- The administration of all funding streams, Microgrant, Foodbank, Contain Outbreak Management Fund
- Produce a regular Fund Newsletter showcasing success stories
- Keeping accurate records of applications and payments
- Due diligence and responsibility for monitoring of successful applicants

The successful applicant must be able to provide timely and accurate advice to Parish Councils and constituted groups on the administration of the Community Initiative Fund and other funds administered. Provide written reports, statistical information and financial data to ECC and the CIF Fund Panel. They will also be a team player, supporting office functions and major EALC events.

The successful candidate must have an excellent standard of written and verbal communication skills including making presentations. The successful candidate will have an understanding of the parish sector.

To complete an application form, please click [here](#). CVs are not required.

To find out more about the role, please click [here](#).

Closing date: **Tuesday 24th August 2021 at 09:00.**

Successful applicants will be invited to attend an interview and skills tests by Friday 27th August 2021.

Immediate start.