

Role Profile

Job Title:	Strategy, Engagement, Culture and Sustainability Administrator
Location:	Colindale/Hybrid
Department:	Strategy, Engagement, Culture and Sustainability
Directorate:	Strategy and Innovation
Grade:	Grade E
Type of Working:	Hybrid with onsite work in the office and among the community
Reports to:	Community Innovation and Funding Manager

1. Job Purpose:

To provide financial and administrative support for Strategy, Engagement, Culture and Sustainability grant programmes, ensuring the accurate and timely processing of applications, payments, and monitoring information. The role will play a key part in the effective delivery of funding programmes by maintaining financial controls, managing communications, and supporting coordination of evaluation and reporting processes.

The postholder will contribute to strengthening the local voluntary, community and faith sector (VCFS) by supporting access to funding, as well supporting the administrative process related to community asset provision, helping to ensure that organisations operating from the council owned spaces comply with the council requirement and the impact of services delivered by these organisations is tracked and monitored.

Through this work, the postholder will help to build a more sustainable, resilient and connected local VCFS sector, aligned with wider council priorities, such as Barnet Plan and cost reduction drivers.

2. Key accountabilities:**Grant Administration and Processing**

- Receive, log and process grant applications in line with programme criteria and deadlines
- Undertake initial eligibility and due diligence checks and maintain accurate application records

- Support assessment processes, including preparing documentation for panels or decision-making meetings
- Maintain grant databases and ensure all records are compliant and up to date

Finance Administrative Support

- Process grant payments accurately and in a timely manner in line with council procedures
- Raise purchase orders, invoices and payment requests as required by the team
- Reconcile payments and maintain financial tracking spreadsheets
- Ensure appropriate audit trails and documentation are in place for all transactions

Community Asset Allocation Support

- Support VCFS organisations with the Community Asset Matrix Process completion
- Prepare summaries and documentation for the Community Asset Panels to enable informed decision making on the level of discount the voluntary groups receive.
- Support annual delivery and impact monitoring in line with council procedures
- Ensure appropriate audit trails and documentation are in place for all decisions made by the community asset panel.

Monitoring, Evaluation and Reporting

- Collect, record and track monitoring and evaluation data from funded organisations
- Support the analysis of outputs and outcomes against funding agreements
- Assist in preparing reports on programme performance and impact
- Help to analyse the data to map out activities against wider council prevention targets

Stakeholder Management Support

- Manage shared programme inboxes, responding to queries from applicants, partners and stakeholders
- Provide clear and timely information on application processes, eligibility, and funding conditions
- Escalate complex queries where appropriate and maintain a high standard of customer service

General Administration

- Provide administrative support including arranging meetings, preparing agendas and taking notes
- Maintain electronic filing systems to ensure information is accessible
- Support audits, data requests and compliance checks

- Contribute to continuous improvement of processes and systems

3. Financial Responsibilities:

None, other than tracking and monitoring teams financial data as described above.

4. Health and Safety Responsibilities (choose one option):

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

Job Title	Strategy, Engagement, Culture and Sustainability Administrator
Location:	Colindale/Hybrid
Department:	Strategy, Engagement, Culture and Sustainability
Directorate:	Strategy and Innovation
Grade:	Grade E
Type of Working	Hybrid with onsite work in the office and among the community
Reports to:	Community Innovation and Funding Manager

Criteria	Essential/Desirable	Assessed by:
Professional Qualification		
Educated to Level 3, A-Level or equivalent by experience	Essential	Application/Interview
Degree or equivalent professional experience	Desirable	Application/Interview
Experience & Knowledge		
Knowledge, experience and understanding of delivering high quality administrative support service	Essential	Application/Interview
Experience of producing accurate and detailed minutes, reports and other documents	Essential	Application/Interview
Effective business support experience across a range of activities, such as minute taking, drafting correspondence, data management, telephone communication etc	Essential	Application/Interview
Experience of handling confidential information in an appropriate manner	Essential	Application/Interview
Experience of delivering high-quality support in a demanding environment	Essential	Application/Interview
Experience and/or knowledge of working within a local authority, or in an equivalent organisation/environment	Desirable	Application/Interview
Experience of devising effective financial transaction monitoring and data capture	Essential	Application/Interview

systems to support delivery of statutory processes.		
Skill & Ability		
Strong interpersonal skills	Essential	Application/Interview
Excellent verbal communication skills	Essential	Application/Interview
Strong organisational and project management skills	Essential	Application/Interview
Ability to manage multiple priorities and meet deadlines	Essential	Application/Interview
Ability to analyse data and produce high-quality written outputs	Desirable	Application/Interview
Political sensitivity and sound judgement	Essential	Application/Interview
Ability to work effectively, flexibly and constructively with colleagues in a team	Essential	Application/Interview
Ability to manage a varied workload and meet tight timescales	Essential	Application/Interview
Competent in the use of standard Microsoft Office products such as Outlook, Word, Excel	Essential	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Desirable	Application/Interview

Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Desirable	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Desirable	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview