

Appendix – The Senior Programmes and Funding Partnerships Officer (Curiosity Programme)

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	CIN Funding Partnerships
Reports to (title)	Funding Project Manager
Location base	Flexible

Organisation structure	
<p>The Senior Programmes and Funding Partnerships Officer will support the work of BBC Children in Need’s Funding Partnership team, where they will have a particular focus on the delivery of Curiosity, our funding partnership with The Wellcome Trust (Wellcome) which aims to use informal science learning (ISL) to make a difference in the lives of disadvantaged children and young people across the UK.</p>	

Additional job specific responsibilities and accountabilities
<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Grant portfolio management for the Curiosity programme - work closely with Impact team across Nations and Regions and with colleagues in the Funding Partnerships team to monitor progress across the portfolio of grants, support grantees and identify opportunities for further impact • Programme communications - plan and deliver relevant communications associated with Curiosity • Convening / events - lead on the planning and delivery of convening (including online) events across the cohort of Curiosity projects to support wider programme learning • Programme learning - manage day to day CiN relationship with evaluators and act as a knowledge broker between the projects delivering Curiosity and the programme evaluators • Influencing activity – Lead on an influencing strategy, including a programme of events and communications, in partnership with key external stakeholders • Project Management – provide overall project management for the Curiosity programme as well as project management support across the Funding Partnership team’s portfolio of programmes • Case studies and storytelling – in partnership with projects, evaluators and CiN colleagues, identify and collect case studies about the impact of Curiosity and other informal science learning activity, and identify story telling opportunities • Support for the wider work of the Funding Partnerships team <p>Person specification Essential</p> <ul style="list-style-type: none"> • Knowledge of and experience in the voluntary sector or the children and young

<p>people’s field</p> <ul style="list-style-type: none"> • Understanding of the importance of and insight into methods and approaches for engaging children and young people e.g. youth voice, co-production and asset based approaches • Experience of planning and delivering events • Good planning, project management and organisational skills • Excellent team working skills and the ability to work on your own initiative • Able to adapt and work effectively with different situations, individuals or groups • Good communication, writing and presentation skills • Good relationship management and interpersonal skills • Able to simplify complex problems, processes or projects into component parts and explore and evaluate them systematically • Able to apply creative problem-solving approaches, generate new ideas, find fresh perspectives, and produce effective solutions <p>Desirable</p> <ul style="list-style-type: none"> • Experience of / interest in science and the potential role of science and science learning to create change for children and young people • Experience of grant-making

Approval	
Manager	Jan Carruthers, Portfolio Manager
HR Business Partner	Jenny Wroe
Date	October 2021

The role is aligned to the BBC Career Path Framework, Senior Impact Officer, Band C (below)

Job title	Senior Impact Officer		
Job family	Fundraising, Grants and Partnerships	Band	C
Job purpose			
The post-holder will typically line manage and be responsible for operational delivery by a small team contributing to the aims of BBC Children in Need (CiN). The role will include oversight of administrative activities, monitoring and reporting of grant-making and management activity, active risk assessment, management and learning.			

Key responsibilities and accountabilities

- To ensure an efficient and effective grant-making and management process in the team.
- In conjunction with colleagues, to ensure grant management is of good quality, demonstrates the relational approach and plays an effective part in contributing to BBC CiN's knowledge as a grant-maker.
- Working as part of a UK-wide peer group, support to drive continuous improvement across both grant making and management activities.
- To ensure that work is delivered and directed in line with the designated team National, Regional or Business Plan. This includes the identification, establishment and maintenance of relationships with key stakeholders under the direction of the Senior Impact Manager or Head of Impact.
- To support the learning, evaluation and influencing activities of the charity.
- To lead on, coordinate and support team activities and contribution across the area or team in the run-up to the BBC CiN Appeal.
- To develop BBC CiN's role as the BBC's UK charity by working with BBC colleagues under the direction of the Impact Senior Manager/Head of Impact.
- Deputise for the Impact Senior Manager/Head of Impact where appropriate. Where the role includes direct line management, to ensure effective leadership, direction and management of the staff team including regular one-to-one support, team support and quarterly formal performance development reviews.
- Provide effective leadership and direction to teams across the UK as part of the wider Impact leadership team.
- To act as an ambassador for BBC CiN, building and developing alliances with the children and young people's and the funding sectors, to increase the local impact and effectiveness of BBC CiN's activities.
- To work flexibly to provide cover across the Impact Leadership Team. To manage a caseload and maintain an overview of serious grant- making or management issues and to take the lead on complex investigations. To support the development and delivery of training and induction for the grant-making community across the organisation.
- To undertake observations of panel meeting processes and associated assurance checks, to ensure that policy and assessment criteria are applied consistently in reaching decisions.

Knowledge, skills, training and experience

Essential

- Experience of grant-making or grant management processes.
- Effective relationship building, communication and interpersonal skills.
- Ability to organise and prioritise workload appropriately, with the ability to work quickly but calmly to tight deadlines.
- Able to work flexibly, positively and autonomously with both central and remotely located teams.
- Proven leadership and collaboration skills.

Desirable

- Evidence of working with the voluntary or children and young people’s sector.
- Experience of using Windows based software and the ability to work with a database information system.
- Experience of presenting to a variety of audiences.
- A demonstrable understanding of the current voluntary and statutory sectors in England.

Job impact

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Other information

For Reward team use only

Job Code

Definition:

Content / Content Support / Support

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.