

Job Description: ETSP Bid Writer and Project Officer

Main purpose of role

The post holder will support the Partnership Manager in most areas of their work, in particular:

- Identify and secure funds for sustaining existing projects and for developing new projects that meet the needs of the Enfield Town Schools' Partnership.
- Coordinate and support various projects from start to finish including evaluations and returns to funders.
- Work collaboratively with head teachers and staff across the Enfield Town Schools' Partnership.
- To provide relevant administrative support.
- Develop partnerships and liaise with external agencies including voluntary, private and public sector organisations to increase opportunities for schools and the local community.
- Contribute to events management including supporting cross partnership staff training events and any other events agreed by the partnership.
- To develop creative and innovative opportunities for children and families within our communities.
- To report to the partnership head teachers and the Partnership Manager.

1. Duties:

- 1.1 Support and administer a number of ETSP network meetings. This will include:
 - Agreeing dates for meetings, sourcing venues and prepare agendas
 - Attending meetings where necessary, take minutes and circulate
 - Follow up actions including coordinating training and new projects
 - Promote new networks following consultation with head teachers and the Partnership Manager and reviewing existing networks.
- 1.2 Research the availability of funds i.e. from charities, voluntary organisations, private businesses and public bodies to further set up projects according to the priorities agreed by the ETSP.
- 1.3 Write, edit and complete high quality funding bids to deadline in order to deliver projects in schools that enhance enrichment opportunities for children and parents in the ETSP community.
- 1.4 Completing tenders for local and central government funding.
- 1.5 Develop creative and innovative solutions and project ideas that address need and overcome issues/barriers identified through the networks.
- 1.6 Coordinate and support various projects including sourcing providers, timetabling sessions, quality assurance, carrying out evaluations etc. from start to finish.
- 1.7 Develop links with community providers and local businesses in order to source opportunities for partnership working and increase support for ETSP schools either financially or by other means.
- 1.8 Carry out consultation with stakeholders including children, young people and parents/carers.

- 1.9 Collect and process data, identify gaps in provision and areas of need, and establish projects/interventions to address these gaps.
- 1.10 Develop and promote partnerships between schools and other agencies: Health, Council, Police, Voluntary Sector in order to improve opportunities and outcomes for families in ETSP communities.
- 1.11 Coordinate and support ETSP events including fundraising and celebration events for the local community.
- 1.12 Represent the partnership where necessary including attending conferences, Internal and external meetings.
- 1.13 Undertake any other duties within the scope and grade of this post in relation to the ETSP.
- 1.14 Demonstrate flexibility enabling the partnership to flourish.

2. Generic requirements

- To undertake any reasonable duty at the request and discretion of the ETSP Chair, Vice-Chair and Partnership Manager.
- The post holder will be expected to comply with the relevant policies and procedures of the partnership and its schools. These include, but are not limited to child protection, equal opportunities, data protection and health and safety.
- The post holder will receive relevant training and support as necessary to fulfil the role.
- The key tasks listed above are only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Any changes will be made following discussion with the post holder.

The partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references.