

Funding Support Officer – MCVS

Function

The overall responsibility of the Funding Support Officer with the MCVS is to support) is to support the Funding Support Manager in the implementation of achieving the strategic goals established by the MCVS programme's objectives according to the parameters established by the same MCVS. In this respect, the Funding Support Officer must work in an efficient and effective way to achieve the tasks delegated by the Funding Support Manager in support of the Volunteer Sector. The Funding Support Officer must maintain oneself regularly updated and conversant on documentation and issues relevant to the carrying out of one's duties.

Key Duties

The Funding Officer is responsible for the following tasks:

Specific to Funding Schemes

- Promotes the Scheme.
- Issues, receives, and manages calls for application.
- Undertakes eligibility checks of applications.
- Prepares applications for External Evaluators.
- Compiles and prepares results for publication.
- Prepares grant agreements of successful applicants.
- Carry out on-the-spot checks and undertake on site monitoring visits when needed.
- Supports Voluntary Organisations, in case of difficulty, during the implementation of the Scheme.
- Evaluates interim and final reports of projects under the scheme.
- Prepares and issues direction to the Finance Officer for initial, interim and final payments.
- Maintains updated data on the Scheme.
- Creates and manages tools for the compilation of qualitative and quantitative data on the Scheme.
- Keeping files updated and properly documented, for submitted and ongoing projects.
- Organise activities to train and attract new volunteer organisations in the funding schemes.
- Ensuring visibility of the funding schemes.
- Support in scheme development.
- Keeping statistics.
- Report writing.
- Undergo research analysis and data compilation of the schemes.

Specific MCVS

- Implementation of procedures relating to the *Freedom of Information Act* within MCVS.
- Assists in the compilation of internal/national/EC reports relating to the Voluntary Sector.
- Cooperates closely with other members of staff working in the office of the Commissioner for Voluntary Organisations.

- Participates in meetings organised at national and European level as required by the MCVS.

- Respects and adheres to the MCVS/Public Sector Code of Ethics and any other directives/ circulars issued by MCVS and the Commissioner for Voluntary Organisations from time to time.
- Respects deadlines as set by MCVS management.

Lines of Communication

Reports to: Funding Support Manager