

Requirements for members of External Funding Management Group

[background information – what the group does, who it reports to, what its responsibilities are, who the Chair and Contact is]

Purpose of group:

The group has delegated powers from the DCP Board to manage the bidding process for, and the subsequent delivery of, Derby City Partnership External funding programmes. Currently the SRB Merged Scheme, Objective 2 Action Plan, URBAN II Action Plan, Neighbourhood Renewal Fund, Transforming Your Space, Small Change and any other special programmes.

To contribute to DCP strategy formulation on wider regeneration issues including the Regeneration Arena.

- Chair: Councillor Baljit Samra
- Contact: Catherine Eaton
- Email: catherine.eaton@derby.gov.uk

Role Description

In addition to the overall role of a Derby Community Network Champion as explained on the application form, you will be expected to:

- Support and promote the DCP regeneration initiatives and programmes.
- Work with and seek the advice of the programme support teams, particularly the External Funding Unit
- Approve, monitor and review:
 - management, operational and financial systems and procedures to make sure that all contractual requirements are met
 - arrangements for project appraisal and approval
 - terms of reference, including codes of conduct, conflicts of interest, and other protocols, for operation of the Group and any sub groups established, including membership and representation
 - reporting arrangements between the Group and the DCP Board, DCP Management Team, DCC as the accountable body, and emda.

Person Specification

[skills, knowledge, experience required from Champion – can the skills / knowledge could be learned, for example, via an induction process?]

- specialised knowledge of the regeneration issues specific to women or minority ethnic communities (need to be in place)
- knowledge of project management and processes (can be learned, college courses and External Funding Unit workshops etc)
- knowledge of DCP regeneration programmes (induction)
- experience of working with the public and private sectors
- ability to understand complex financial information
- ability to work imaginatively within rules and regulations
- experience of reading reports written in English

Note: if you are an elected member of Derby City Council, an employee of the Council or are in, or likely to be in, direct receipt of DCP External Funds or personally benefit from them then you are not eligible to be a member of the External Funding Management Group.

If you feel that your skills and experience match this specification and that you can commit to the requirement of the role, I do hope you will decide to apply. Please fill in a Derby Community Network Champion application form and return to Louise Miller at Derby CVS by *[deadline if applicable]*. You will be contacted within two weeks after this date to be informed of the group's decision.

If you would like more information on this position before deciding to fill in an application form please contact: Catherine Eaton

For information on Derby Community Network and other Champion vacancies available on DCP please contact Louise Miller on 01332 227719 or email lmiller@cvsderby.co.uk