

Foundation Scotland

Community Funds Administrator (South Scotland)

Salary: £23,572 pro-rata

Hours: 18 hours per week

Location: Gatehouse of Fleet, Dumfries & Galloway (home-based during coronavirus crisis)

Foundation Scotland is an independent charity that provides funding to charities, social enterprises and community organisations. We do this on behalf of over 400 individuals, charitable trusts and companies.

Our Communities Team enables and empowers communities across Scotland to devise and implement their own strategies for local funds coming from a range of sources, notably community benefit arrangements with onshore wind farms. We provide fund governance, grant administration and related services for a range of commercial and community-sector clients, combined with a commitment to community-led approaches.

We are looking for a well organised, adaptable and motivated Administrator to join our South Scotland team. Working closely with the Community Funds Manager and three Community Fund Coordinators the post will help ensure quality grant-making and fund distribution that serves clients and communities.

You will be the first point of contact for South Scotland grant application enquiries and implement a high volume of grant-making administration, working routinely with Salesforce and supporting ongoing systems innovation and development.

If you have excellent interpersonal, communication and IT skills, interest in grant-making and can work proficiently and with attention to detail – we're keen to hear from you.

The post is based in our Gatehouse of Fleet office and involves a job-share arrangement with an already established job share partner.

Foundation Scotland offers a range of staff benefits including Pension Scheme, Life Assurance, 2 days volunteering per year (pro-rata), flexible working options and a progressive pay system.

To apply, please email a CV and cover letter to lmcleod@foundationscotland.org.uk demonstrating your fit to the role profile and person specification. Please state where you saw this advert in your covering letter.

- **Closing date for applications:** Monday 13 April 2020
- **Interviews are expected to take place via video conference:** on 20/21 April 2020

www.foundationscotland.org.uk