

## Community Funds Administrator (South Scotland)

### Background Information

#### Foundation Scotland's role and our reach across Scotland

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.

We are a community foundation and part of a UK movement that undertakes strategic grant funding, facilitates philanthropy, engages with communities and contributes to achieving lasting impact.

Founded in 1996, we will have distributed £100 million across Scotland in grants to community groups by the end of 2020. We now provide £10million of funding across Scotland every year.

We also manage endowment funds for individual, community and corporate clients who choose to set-up long-term, invested funds with us. Collectively the value of client funds are.

Find out more about who we are and what we do

<https://www.foundationscotland.org.uk/about-us/>

Find out about our Trustees <https://www.foundationscotland.org.uk/about-us/our-people/trustees/>

#### Foundation Scotland's clients

Our clients, who provide funding, are usually focussed in one of three ways:

- **Community funds** – renewable energy businesses, investment companies, community companies and others, that establish ring-fenced community funds in geographical areas and support local communities to make decisions on local funding. Read more here: [www.foundationscotland.org.uk/communities/](http://www.foundationscotland.org.uk/communities/)
- **Philanthropists** – individuals, families and partnership companies, who are passionate about making a difference, either in one area or across Scotland and with causes in mind; they recommend where to direct their funding via our client directed services or robust grant making programmes. Read more here: [www.foundationscotland.org.uk/individuals-families/](http://www.foundationscotland.org.uk/individuals-families/)

- **Corporate organisations** – companies and others that support causes in one area or across Scotland and make funding recommendations, often by means of a representative group through grant making programmes. Read more here: [www.foundationscotland.org.uk/company-giving/](http://www.foundationscotland.org.uk/company-giving/)

## The Communities Team

The Communities Team leads and delivers our place-based work with community funds. The team's portfolio is organised into three regions – North, Central and South and delivered by Community Fund Co-ordinators, Team and Fund Administrators and regionally focused Community Funds Managers, supported and led by the Head of Communities. Many team members are home-based in their region, with links to Foundation Scotland offices in Edinburgh (our Head Office), Glasgow or Gatehouse of Fleet.

Find out more about the Communities Team <https://www.foundationscotland.org.uk/about-us/our-people/communities-team/>

In South Scotland the team supports the delivery of over 20 different community funds, covering both single and multiple communities and exhibiting a range of structures and governance arrangements. The Programme Administrator/s support the Community Funds Manager (South Scotland) and three Community Fund Co-ordinators with a busy programme of annual grant-making rounds and fund distribution arrangements.

## Location

Our work in South Scotland encompasses the western Scottish Borders, Dumfries and Galloway, the Ayrshires and South Lanarkshire.

The place of work for this post will be our office in Gatehouse of Fleet. There may be some occasional requirement for travel in South Scotland, as well as other meetings and client and stakeholder activity as required. In addition there is a requirement for occasional travel to the central belt and other locations for national Communities Team and Foundation Scotland meetings.

## Hours

The role is shared with a job-share partner who is established in post. This post is offered at 18 hours. The role requires some flexibility for very occasional evening work. Foundation Scotland offers flexible working to accommodate the needs of the job.