

## Foundation Scotland

Foundation Scotland [FS] is part of a global network of 1,800 community foundations which encourage philanthropy and other independent funding and which strengthen voluntary and community sectors where they operate. A quality accredited, independent registered charity, FS is the only community foundation in Scotland. With a national role, we enable independent funding to improve the lives of individuals and communities.

## The Role

### Purpose

Reporting to the Community Funds Manager (South Scotland), the role will

- Administer a portfolio of Community Funds for communities in South Scotland to ensure high quality of systems and processes for fund management and fund distribution/grant-making.
- Adopt a continuous improvement approach and support colleagues to deliver efficient services to all internal and external stakeholders.
- Provide general administrative support to the South Scotland team and reception functions in the South Scotland office.

Working with

- Colleagues
- Grantees
- Grant Applicants
- Clients
- Suppliers

## Main Responsibilities

### 1. Grant Advice and Administration

- Provide routine advice and information to potential applicants, applicants and awardees regarding funds, eligibility, processes and requirements
- Process the receipt of applications and issuing of awards for South Scotland fund. To include:
  - Logging application details on database.
  - Screening for basic eligibility.
  - Contacting and chasing applicants to request missing information.
  - Inputting finalised assessment reports to database.
  - Inputting award decisions to database (where required).
  - Generating reports (including weekly grant-making and payment reports for authorisation & decision-making forms for Panel meetings).
  - Generate and issue offer and rejection letters.
  - Log receipt of award acceptances.
  - Liaise with relevant colleagues around conditions being met.
  - Log satisfaction of conditions once approved.
  - Chase and log receipt of monitoring and completion reports.
  - Maintain award filing.

## 2. Fund Administration

- Support work of the Fund Coordinators with the implementation of Community Funds in the South region, fulfilling a range of administrative tasks to support the work of the Fund Coordinators. To include:
  - Coordinating and maintaining the South team's grant-making calendar ensuring closing dates, assessing deadlines and Panel/ Board dates for each Fund are up to date.
  - Maintaining up to date on/offline application and awards pack material.
  - Monitoring micro grant arrangements with community councils if required;
  - Providing communications support to Fund Coordinators as required (to include, for example, populating poster templates, posting web updates);
  - Assisting colleagues with compiling data reports for analysis and client reporting;
  - Providing Panel/Board support, including assistance with Panel/Board liaison and preparing materials for Panel/Board meetings.
- Support colleagues on aspects of Fund administration relating to Salesforce & design, adaptation, maintenance of Fund records to suit bespoke requirements of the team.
- Contribute to the review and development of grant-making and fund management processes.
- Book venues for routine Panel/ Board meetings and contribute to the organisation and effective delivery of larger events, including company AGMs.
- Support the maintenance of records for company clients and liaise with company members and community councils as necessary to maintain current and accurate registers of members.
- Ensure Board & Panel member records are current and accurate.

## 3. Team and Office Administration

- Act as first point of contact for visitors, and general enquiries, providing welcoming, professional and hospitable reception.
- Respond to enquiries by phone, email or in person, concerning the Foundation/ Communities Team and its funds, directing enquiries to colleagues where relevant.
- Arrange logistics for Team meetings as required.
- Undertake office administration tasks as required (maintain stationery and other basic supplies; liaise with contractors as required – recycling, cleaning, photocopier etc.; distribute incoming and frank outgoing mail).
- Liaise with the Edinburgh based Office, Facilities & Procurement Office to ensure supplies are maintained and the office environment is in good order.
- Provide other miscellaneous office administration and housekeeping tasks as required.

## Person Specification

### Essential

- A high degree of computer literacy including experience of databases, spreadsheets and word processing packages.
- Excellent communication skills and experience of dealing with people on the telephone, in person and in writing.
- Ability to process large volumes of grant applications and related material.
- Strong analytical skills and ability to process complex written and verbal information quickly and accurately
- Good written skills, applied particularly in report formats.
- Ability to work under pressure and manage competing priorities for different colleagues/clients.
- A positive approach to working as a member of a team.
- Ability to use initiative and plan own workload.
- General office administration experience.
- Confident communicator with an ability to build relationships across the organization
- Flexible with a can-do attitude
- Strong organizational and prioritization skills
- Drive and resilience
- Proactive with a commitment to customer service
- A demonstrable commitment to ongoing learning, development and adaptability

### Desirable

- Experience (paid or voluntary) in applying for grants and/or grant making.
- Experience of a non-profit environment
- Experience of working with committees & boards.
- Understanding of charity law and company due diligence.
- Experience of Salesforce
- Systems development experience
- Strong theoretical understanding of databases

## The benefits of working for us

In addition to a sense of fulfillment and an opportunity to meet a wide range of people, FS offers the following benefits.

- A progressive pay system with benchmarked annual increases
- Life Assurance at 3 times annual salary
- Defined contribution scheme with 6% Employers contribution
- MS Office license to use on a personal device whilst employed by FS
- 35 days annual leave pro rata [All public holidays need to be taken from this allowance]
- Training and development opportunities
- Working pattern flexibility and homeworking opportunities

The Post is graded at level 2 (of 10 grades) with a starting salary of FTE £23,572 [pro rata 18 hours - £12,123].