

Foundation Scotland

Foundation Scotland 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, Foundation Scotland 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 Head of Communities, the role will

- Manage and develop the community fund portfolio in South Scotland - ensure efficient and effective delivery of client contracts, fund management and consultancy work.
- Develop and promote good practice in community based fund arrangements - to influence and contribute to policy and practice, internally and externally.
- Identify and cultivate new business opportunities.
- Lead a regional team, deliver quality outcomes and build Foundation Scotland's reputation.

Working with

- Clients (commercial companies, community companies and others)
- Intermediaries/agencies
- Local authorities and community councils
- Community Panels/Boards
- Applicants (community organisations of all types, scales etc.)

Main Responsibilities

1. Community Funds Development

- Establish new community funds in the region, liaise and negotiate with client and other stakeholders as required.
- Review established funds to ensure the design and approach is fit for purpose in response to changing community and/or client needs.

2. Community Engagement

- Manage and deliver the facilitation, consultation, research, review and communication processes which enable engagement of local people and organisations, and regional stakeholders, with funding and support opportunities.
- Develop fund frameworks and strategies based on this engagement.
- Take account of the community context and of good practice in asset based community development throughout.

3. Practice and Policy (internal)

- Operate as the Fund Coordinator for selected funds when required, implement a range of fund management and distribution activity (as detailed in the Communities Fund Coordinator Role Profile).
- Ensure procedures and operational detail for the implementation of client contracts are followed and reviewed.

- Ensure finance and other management data recording systems are used effectively.
 - Contribute to effective monitoring and evaluation practice that meets FS and client requirements.
 - Maintain knowledge of funding eligibility and restrictions, in regard to charitable law, client contracts and principles of good practice in relation to place-based funding.
 - Contribute to the development of grant making policy.
4. Practice and Policy [external]
- Maintain knowledge, and update team members, of relevant activity, national policies, standards of good practice and research into community funds. Translate this into practice with regard to the Communities Team scope of work.
 - Identify and seek to contribute to regional or national policy development, including through advisory group representation or liaison. Provide information from FS, or wider practice, and liaise with stakeholders including companies which provide community funds, Government representatives, community representatives and intermediary bodies.
 - Represent FS at regional or national events, share FS approaches and learn about developments in community-led funds and place-based approaches.
5. Grant and Investment Processes
- Oversee the range of grant-making in South Scotland, ensure it reflects the Communities Team approach and adheres to standards. This will include the timely and accurate provision of information to applicants, overseeing assessment activity, advice and support to colleagues with technical queries at the application stage. Where appropriate, promote and support the innovative use of funding (for example, to develop strategic projects or commission activity alongside conventional grant programmes).
 - With other Communities Team Managers, maintain oversight of freelance assessors, provide training, induction and supervision support to trainee assessors and conduct an annual review with established assessors. Ensure assessors are provided with updates on relevant areas of policy.
 - Promote Community Endowment development. Work with wider FS colleagues as required.
6. Funding Decision Processes
- Work with clients, other stakeholders and with team colleagues to ensure transparent and fit for purpose decision making processes and bodies are established for funds.
 - Ensure effective and proportionate support is provided to the decision making body and that systems are in place for monitoring, documenting and reviewing the work of these bodies.
7. Client and Stakeholder Services
- Scope opportunities for new business/clients in the region and work with Head of Communities on nurturing or responding to these opportunities. Develop proposals.
 - Design and deliver services to meet the requirements of a range of clients, for short-term consultancy and long-term fund management work. Liaise with and report to the client as required. Ensure timely delivery and manage any financial processes.
 - Engage with stakeholders (community councils, Advisory Panels, community bodies, local authority staff, accountants, solicitors, PR, third sector intermediaries) to develop, implement and evaluate the impact of funds.

Other Responsibilities

1. Line Management

- Provide routine management support for team colleagues - monitor the quality and focus of their work, provide guidance where required, review and set tasks and workload against Foundation and Team objectives.
- Provide an annual performance appraisal of team colleagues - review the quality, consistency and timeliness of their work against work-plan agreed for the year. Set objectives, tasks and workload for the year ahead and agree training and development opportunities.

2. Project Management

- Contribute to planning, organising and managing resources against a timeline to successfully complete project objectives.
- Monitor time and resource allocation of self, team colleagues and other resources to assist with cost control and income management.

3. Team Management

- Provide leadership for the Team through regular review of Team performance and achievements. Celebrate accomplishments and learn from success and failure.
- Establish an annual Team work-plan in conjunction with the wider Communities Team plan.
- Agree training and development opportunities.
- Contribute to wider FS initiatives, such as Manager Meetings and all colleague gatherings.

4. Communications

External

- Contribute to a wide range of externally facing activities and communications, particularly those that support the development of improved practice in community funds and place-based funding approaches in South Scotland.
- Contribute to marketing and communications materials, such as leaflets, presentations, online copy and so on

Internal

- Contribute to internal news updates for colleagues.
- Support the Team Head in creating reports for colleagues and FS Board.

5. Planning

- Contribute to Communities Team planning, which cascades from the FS Strategy

Person Specification

Essential

- Degree level qualification
- A minimum of five years' experience in community development or related environment.
- Excellent interpersonal skills in building relationships with representatives of different bodies from different sectors (community, public, private, third sectors).
- High degree of fluency and expertise in facilitation of community forums and community-led practice.
- Experience in commissioning and developing research and evaluation processes.
- Strong analytical skills, in social / community review and proposal assessment settings.
- Strong written skills, applied particularly in report formats and short research projects.
- Experience of managing staff and consultants to ensure satisfactory performance and successful delivery of business objectives.
- Ability to plan and manage team workload, to work inter-team and independently, to take initiative and adopt a problem solving approach.
- Strong organisational skills with excellent attention to detail.
- Ability to make effective presentations, including one-to-one and group formats and the related expertise to represent the Foundation successfully to external audiences.
- Enthusiasm, flexibility and the ability to cope well under pressure.
- Capable in the use of standard Microsoft Office applications: Word, PowerPoint and Excel.
- Ability to work flexibly, including frequent evening and occasional weekend work.
- Eligibility to work in the UK.
- Current UK driving licence and willingness to drive.

Desirable

- Demonstrated competence in developing grant programmes (including developing rationale, aims, criteria, promotional / sourcing grant proposals and other investments, eligibility and assessment processes, decision processes, and monitoring and evaluation frameworks)
- Membership of a relevant sector professional body

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
- 35 days annual leave
- Training and development opportunities
- Working pattern flexibility and homeworking opportunities

The 28 hour post is graded at level 7 (of 10 grades) with a starting salary of £41,197 (pro-rata). There is provision to extend to 35 hours if required.