

Role Purpose and Core Responsibilities

Role Purpose

To develop, co-ordinate and deliver a portfolio of community funds, ensuring their efficient and effective operation, taking account of client and governance requirements, community context and good practice in asset based community development.

To secure the involvement of local people in raising the profile of fund opportunities in communities and in enabling community-led decision-making in relation to funds.

To establish and develop strong and positive working relationships with local and regional parties/ stakeholders to raise the profile of Foundation Scotland and the funds we steward.

1. Community Fund Delivery

Engagement

Ensure established community funds are widely accessible and enable the engagement of local people, organisations, and regional stakeholders. This can include a range of activity and processes, including planning and facilitating events, consulting individuals and groups, researching or commissioning research, reviewing past activity or arrangements, designing specific communications strategies and tools and ensuring wide dissemination of fund opportunities through a variety of relevant channels. Ensure fund engagement activity takes account of the diverse range of community needs, capacities and opportunities in different geographical areas.

Communication

Contribute to compiling application and guidance materials for funds, ensuring social media, web and print material reflect local requirements and those of the client and/or fund donor.

Write a range of fund related material as required, including; impact stories for PR and learning, annual evaluations and research reports, and make these available to clients, communities, and to other stakeholders as appropriate.

Engage positively with FS colleagues, Panel/Board members, Community Councils and Fund donors, including responding to ad hoc queries.

Distribution

Co-ordinate and undertake grant-making activity with the support of Fund Administrators, including providing information and feedback to applicants and signposting to other sources of support.

Alongside conventional grant programmes, encourage and test the innovative distribution of funding where relevant and feasible, for example supporting decision making bodies to develop and commission new local services or to run participatory grant making events involving the wider community.

Assess applications/ project proposals (from £500 to large capital projects), and peer review assessments undertaken by team colleagues and freelance assessors. Provide/receive critical feedback on assessments.

Set up and trigger grant award transactions (payments) in accordance with grant conditions.

Decision Processes

Work with community organisations and other stakeholders to ensure accountable and fit-for-purpose decision making processes are set up and implemented for community funds.

Prepare papers for decision making Panels or Boards of Community Companies, including financial reports, and maintain internal grant making and fund management database and records.

Deliver effective support and facilitation for all decision making bodies including advice on the charitable nature of awards, good practice in community-led grant-making and what can be funded within the scope of donor agreements.

Maintain systems for monitoring, documenting and reviewing the work of these bodies. This includes facilitating and recording routine (including award making) meetings and annual reviews of funds and overseeing the recruitment/replacement and induction of Panel members. Where the client is a Community Company, provide Secretariat services to the Board of Directors, including governance support to the company secretary and Treasurer, engagement with company members, AGM co-ordination, and liaison with company accountants in the preparation of annual accounts.

2. Community Fund Monitoring and Review

Monitor and review each Fund's annual cycle of activity, ensuring spend is within budget.

Monitor compliance with terms and conditions of awards including larger or multi-year grant awards as required.

Regularly review all project monitoring/ completion reports, ensuring awards are linked to the Foundation's impact monitoring framework and any bespoke Fund outcomes, and sourcing impact stories.

Co-ordinate annual Fund reviews with decision-making bodies, adjusting future arrangements to take account of learning and changing needs/opportunities in the community / communities.

3. Community Fund Design & Reviews

Contribute to the design of new community funds and re-design of existing funds, working in partnership with relevant stakeholders and clients/donors as required. Activities include scoping, planning and researching, taking into account good practice and relevant standards as well as the local and regional context; identifying local groups to liaise with; ensuring a process of community consultation and engagement; and ensuring suitable reports and other communication materials are compiled and distributed.

Undertake or assist with one-off consultancy work relating to community fund development, review or impact analysis as required.

Co-coordinator Responsibilities: relevant for all staff at equivalent level

Planning: Team

Contribute to a range of team activities, including: contributing to team meetings and team discussions, establish team plans, monitor progress against targets, the creation of a range of reports for internal purposes and for external clients, and provide feedback on the team and business plan.

Evaluation, Impact and Learning

Contribute to the design and implementation of monitoring and evaluation processes, analysis of data, gathering learning from Foundation programmes and from policy / sector reviews, the creation of a range of impact and learning reports and the application of learning for client programmes and Foundation operations including, but not exclusively, Community Panels and Boards.

Professional Development

Engage in opportunities to develop own skills, experience and knowledge, focussed on the individual role profile and responsibilities, and as agreed with the line manager. Engage in any Foundation review of training and professional development.

Profile

Where appropriate, raise the profile of the Foundation through delivery of presentations to relevant audiences, attendance at relevant forums and by engagement in relevant networks and with agreed partners.

Person Specification

Essential

A minimum of three years' experience in grant-making, community development or related environments.

Excellent interpersonal skills in building relationships with public, third and community sector bodies and representatives.

Expertise in facilitation of community representatives, forums and/or decision-making Panels, focussed on building consensus and/or development and delivery of local plans.

Experience of working with voluntary committees & boards, either as a member or in a support role.

Practical experience in applying for or distributing funds (eg: conventional grant-making, participatory grant-making, commissioning) including aspects of aims, criteria, promotional / sourcing plans, assessment and decision processes, and monitoring.

Technical understanding of charitable due diligence and good governance of community and voluntary organisations including community companies.

Strong reading, numeracy and analytical skills, and the ability to process complex information quickly and accurately.

Strong written skills, applied particularly in report formats and short research projects.

Capable in the use of standard Microsoft Office applications: Outlook, Word, PowerPoint and Excel.

Ability to work independently, to take initiative and adopt a problem solving approach, and to give/receive critical feedback.

Strong organisational skills with excellent attention to detail.

Enthusiasm, flexibility and the ability to cope well under pressure.

Eligibility to work in the UK.

Current UK driving licence and willingness to drive. Access to a car may be required.

Desirable

Degree level qualification in relevant field.

Experience of using client relationship management databases.