

POST TITLE	Programme Coordinator - Regenerative Futures Fund
SALARY	£27,330 (full-time). As this role is 28 hours a week (0.8 of full-time) the salary will be £21,864
LOCATION	Edinburgh (postholder will be someone who lives in or near Edinburgh and can regularly join in-person team meetings – we are co-located in Edinburgh Futures Institute)
WORK PATTERN	28 hours a week, ideally working across Tuesday to Friday but flexible approaches are welcome
CONTRACT	3 years between 2026 – 2029 (ten-year programme due to run until 2035)
LINE REPORTS	0
LINE MANAGED BY	Co-Head
START DATE	March/April 2026 (as soon as possible after interviews)

Background

The Regenerative Futures Fund is a ten-year pooled fund for Edinburgh designed to shift power and resources into the hands of communities who are most often excluded – particularly those experiencing poverty, racism, and environmental injustice. Regenerative Futures Fund supports grassroots organisations working toward a just, regenerative transition by providing long-term, unrestricted funding that enables communities to drive systemic change on their own terms.

Regenerative Futures Fund commits to equity, anti-racism, community leadership, and participatory decision-making.

The programme was designed between 2022 and 2024 and the capacity building phase launched in 2025. The 10-year programme starts in 2026, and as we expand our small team during this early phase of the Fund, we are seeking a dedicated Programme Coordinator to help strengthen our communications, deepen relationships, coordinate events, and support our long-term learning.

Role Overview

This role sits at the intersection of administration, communication, community engagement, and data recording and keeping. You will help shape how we tell stories, convene, share learning, and understand our impact over time.

Working closely with the core Regenerative Futures Fund team and colleagues across Foundation Scotland, you will ensure our communications and engagement reflect our values, and that our reporting and data practices support long-term systemic change.

What We Are Looking For

Responsibilities:

Communications

- Manage Regenerative Futures Fund's digital presence, including website updates, newsletters, stories, social media, and public-facing materials.
- Lead on the production of accessible, compelling content that amplifies the voices and experiences of residents and community organisations who are leading change.
- Build communications around our commitment to '[working in the open](#)' - showing the work we are doing as we are doing it to build knowledge and connections - and encourage community leaders and residents we work alongside to practice this.

Events & Cohort Support

- Work alongside and build positive relationships with our cohort of community organisations through communications digitally and in-person.
- Lead and oversee cohort engagement via a dedicated portal for our cohort of community organisations to feed into and connect and learn from each other.
- Manage community-facing events, including learning gatherings, cohort convenings, celebrations and conferences.
- Lead and oversee event logistics: venues, invitations, RSVPs, accessibility requirements, materials, tech, and on-the-day support.

Data for Monitoring, Evaluation & Learning

- Manage internal databases and CRM systems for contacts, applications, grantees, outcomes and engagement records in Salesforce.
- Support with Monitoring, Evaluation, Accountability & Learning (MEAL) process of cohort data collection, providing independent critical analysis and summaries aligned with Regenerative Futures Fund long-term vision and theory of change.
- Lead on aspects of our collaborative MEAL groups (Monitoring & Evaluation Spaces and Learning Spaces) with material preparation, feedback from participants, managing healthy feedback loops and producing outputs for internal use, as well as external reporting for the network.
- Lead on production of summaries and insights to support internal decision-making and contribute to external reporting.

Cross Programme

- Provide administrative support – a critical function of the role – across the team in range of areas such as helping prepare papers for meetings, room bookings and taking meeting notes.
- Support the team with project management and workflows.
- Attend bi-weekly team meetings.

Please note this is a new role within the project team, and therefore the job responsibilities will be very likely to evolve and can be shaped by the post-holder and their line manager as the Regenerative Futures Fund moves from launch phase to 10-year programme.

Commitment to Diversity

While we strongly encourage all applications, we would be interested to hear from individuals with experience navigating the intersection of racism and poverty. Your insights are crucial to our mission, and we value a diverse range of expertise. We support flexible work arrangements to accommodate diverse needs.

Person Specification

We are looking for a thoughtful and committed individual who believes in shared decision-making and is motivated by social justice, particularly where poverty, racism and environmental challenges intersect. We are keen to appoint someone who will work well as part of a collaborative team, who is curious about systems change, committed to learning, and to centring the knowledge and leadership of people with lived experience of poverty and racism. An open, reflective and hopeful approach will be important in this role.

We encourage candidates from diverse and nontraditional career paths, including those who have navigated these systemic barriers personally or professionally.

Criteria	Essential	Desirable
Writing & Communications	<p>Ability to independently plan, deliver and manage communications campaigns across multiple channels.</p> <p>Confidence independently managing digital communications including website content (Squarespace), newsletters, blogs and social media.</p>	<p>Experience contributing to press releases, learning reports, organisational blogs, reflective papers, briefings or funder-facing documentation.</p>

	Strong written communication skills, with the ability to synthesise complex information into clear, accurate and accessible content for different audiences.	
Events & Cohort Support	Experience managing events, community gatherings and meetings. Experience using digital platforms to communicate with, support and engage a community or network.	Experience planning conferences or large scale convenings (end-to-end, e.g. speakers, venue hire, budget management, invitations, attendance checklist, etc).
Data for Monitoring, Evaluation, Accountability & Learning	Confidence and experience maintaining CRM systems. Experience supporting qualitative and quantitative data collection as part of a Monitoring, Evaluation, Accountability and Learning framework.	Experience using creative approaches (such as storytelling) as evidence of change.
Professionalism & Interpersonal Skills	High level of professionalism, reliability and integrity, with the ability to represent the Regenerative Futures Fund confidently and appropriately with community and funding partners. Excellent communication skills, with the ability to quickly establish positive relationships with people. High level of emotional intelligence, including the ability to work with sensitivity, warmth and respect across differences of power, culture and lived experience, while maintaining boundaries.	Experience acting as a point of contact or coordinator across different sectors (e.g. community organisations, public bodies, funders, academia, movements). Experience supporting group processes, participatory spaces, or learning environments where trust, care and relational skill are essential.
DEI Commitment, Anti-Racist Practices, Centring Lived Experience	A strong commitment to Diversity, Equality and Inclusion (DEI) and anti-racist practice. Experience, through lived experience, work or learning, of systemic challenges at the intersection of poverty and racism.	

Qualifications	Degree-level qualification or equivalent experience (minimum three years) gained through work, community involvement, activism, or lived experience. Candidates with nontraditional career paths are encouraged to apply.	
Admin & Programme Coordination	Experience in project administration such as note-taking and an ability to manage administrative processes and procedures with a strong attention to detail. Experience in project coordination, with prior use of project management tools and methods.	
Digital Proficiency	Strong technical capability and confidence using a range of digital platforms for productivity, management, communications, and delivery of the role. Demonstrated experience using multiple digital platforms to manage information, communications and workflows, with confidence moving between systems. Experience creating graphics and visuals to feature in reports and social media.	Confidence with: Salesforce, MS 365 Suite, Miro, Slack, G-Suite, Zoom, Canva, Mailchimp, Squarespace.
Strategic Thinking & Navigating Power	Demonstrated ability to quickly understand complex programmes, power dynamics and organisational contexts, and to exercise sound judgement when balancing multiple priorities and stakeholders.	Experience working within or alongside funding, policy, or systems-change initiatives where discretion, power awareness and strategic thinking were required.
Workload Management & Autonomy	Proven ability to manage multiple workstreams, deadlines and stakeholders in a fast-paced environment without loss of quality or attention to detail. Ability to work independently, anticipate needs and take initiative in shaping systems, processes and ways of working within a small team.	Experience helping to design or improve internal systems (e.g. workflows, data practices, communications processes) in collaboration with others.

Flexibility and Eligibility

- You must have existing eligibility to work in the UK. We cannot sponsor work visas.
- You might be asked to work flexibly, including working some evenings and occasionally on weekends.

Note: *Even if you don't meet all the criteria above but believe you have something valuable to contribute, please get in touch with Leah Black (Co-Head) for a conversation leah@foundationscotland.org.uk.*

The Benefits of Working With Us

In addition to a sense of fulfilment and the opportunity to connect with a wide range of people, Foundation Scotland offers the following benefits:

- A progressive pay system with benchmarked annual increases.
- Life Assurance at 3 times the annual salary.
- Defined contribution scheme with a 7% employer contribution.
- 35 days of annual leave [all public holidays must be taken from this allowance].
- Training and development opportunities.
- Flexibility in working patterns and homeworking options.
- Employee Assistance Plan.
- Up to 2 days paid leave to undertake volunteering opportunities.

The Interview Process

Our interview process is designed to be transparent and supportive. Here's what you can expect:

- **Pre-Interview Information:** We will provide detailed information about the process before the interview, including interview questions, to ensure you feel prepared and confident.
- **STARL Framework Guide:** We encourage the use of the STARL (Situation, Task, Action, Result, Long-term impact) framework for responding to behavioural interview questions. This framework emphasises Learning/ long-term impact, helping candidates, particularly those from non-traditional backgrounds, to effectively showcase their skills and experiences. How to use [STARL](#)
- **Supportive Environment:** Our interview approach aims to create a comfortable environment where candidates can express their authentic selves.

- **Feedback Opportunities:** We provide feedback opportunities to shortlisted candidates to help candidates reflect on their interview performance and areas for growth, fostering a learning mindset.

How To Apply

1. **CV:** No more than two pages.
2. **Cover Letter:** No more than two pages.

Video Cover Letter Option

Alternatively, candidates are welcome to submit a video cover letter as part of their application, highlighting their unique skillset or experience.

Preferred Format and Tips

- **Duration:** Aim for around 2 minutes to keep your message concise and impactful. **Recording Device:** Use your phone, webcam, or video call platform like Zoom. If using your phone, record in **landscape mode (horizontal)** to ensure the video looks professional and fits standard video formats.
- **Filming Background:** Choose a simple, tidy background free from distractions. Natural light is best, so try filming near a window or use a lamp for additional lighting to ensure your face is well-lit. Ensure your background reflects a professional or neutral environment such as a home office, plain wall, or bookshelf.
- **Sound Quality:** Film in a quiet space to minimise background noise. Consider using earphones with a microphone or a dedicated mic to improve audio clarity.

Sharing Your Video

- Upload your video to a platform like YouTube or Vimeo.
- Save your video as "**Unlisted**" on YouTube so it's not publicly visible but can be viewed by anyone with the link. You can also set similar privacy settings on Vimeo.
- Share the link to your video in your application rather than sending the video file directly. This ensures easy access for the interviewer and avoids file size issues.

Content of Your Cover Letter

Use your video to explain how your skills and experience match the person specification outlined in the recruitment pack. Highlight your strengths, achievements, and any unique perspectives you bring to the role.

Equal Consideration

Both written and video cover letters will be considered equally during the application process, so choose the format that best represents you.

Submitting Your Application

Submit applications by Wednesday 11 February 2026 at 12noon.

Please contact Leah Black, Co-Head of Regenerative Futures Fund on leah@foundationscotland.org.uk with questions prior to the deadline.

Recruitment Timeline

- Applications open – Wednesday 21 January 2026
- Applications close – Wednesday 11 February 2026 at 12noon
- Invitations to interview – Thursday 19 February
- Interviews – Tuesday 3 March (in-person in Edinburgh)

Interview questions will be shared at least one week in advance of the interview.

We welcome applications from disabled people and are committed to providing accommodations and access support throughout the recruitment process and in the workplace.

Further Information

About Foundation Scotland

Foundation Scotland is Scotland's only community foundation, working with communities and donors across Scotland since 1996. We support philanthropists to help their personal giving make the most difference. We work with donors to invest in community action that enables people and places to flourish. We work alongside communities to ensure that local funds are distributed by communities themselves. We offer social investment opportunities to enable social enterprises, community organisations and charities to grow and deliver positive social impact. For a quick introduction to how we make a difference, [watch our animation](#).

About Regenerative Futures Fund

The Regenerative Futures Fund is a new ten-year community fund for Edinburgh that puts decision-making power into the hands of those who are most often excluded. It supports approaches to improve the lives of people living in poverty and experiencing racism, and contribute towards a just green transition, by enabling equity, power-sharing and long-term change. The capacity building phase launched in 2025, and the 10-year programme starts in 2026.

The fund aims to put the power of decision-making into the hands of the people most often excluded from making decisions and give organisations the freedom to think and plan for the long term. The fund has been co-designed by a group of individual activists with experience living in poverty, and local community organisations that work most closely with people in poverty.

The collaborative design process during 2022 – 2024 has included residents, community organisations, funders, and local and national government. The fund will be spent down over 10 years with the programme due to end in 2035. Regenerative Futures Fund takes a systems change and preventative approach long-term change.

Further Reading

Website - [Regenerative Futures Fund | Working Together Towards A Regenerative And Just Future For Edinburgh | Community Fund | Scotland - UK](#)

Annual Report - [Regenerative Futures Fund's First Annual Report: July 2024 - September 2025 \(Year Zero\) – Regenerative Futures Fund | Working Together Towards A Regenerative And Just Future For Edinburgh | Community Fund | Scotland - UK](#)

Doing & Learning Updates - [doing and learning – News & Notes – Regenerative Futures Fund | Working Together Towards A Regenerative And Just Future For Edinburgh | Community Fund | Scotland - UK](#)

Operational Plan - [Operational Plan - Summary Version – Regenerative Futures Fund | Working Together Towards A Regenerative And Just Future For Edinburgh | Community Fund | Scotland - UK](#)

Learning Report on Co-Design - [Learning Report on the Development Phase – Regenerative Futures Fund | Working Together Towards A Regenerative And Just Future For Edinburgh | Community Fund | Scotland - UK](#)

Team Structure

The Participation Lead will work within a small team which comprises of three team members: two full-time Co-Heads, Co-Head (operations, governance, development) and Co-Head (participation, impact and communications), and part-time Participation Lead. The small team sits with the philanthropy team at Foundation Scotland. Additional freelance support is sourced when needed in areas such as communications, facilitation and fundraising.

Use of Data in Recruitment and Retention

At Foundation Scotland we collect applicant data through our Equality Monitoring Survey. The information in this survey will be used for monitoring purposes only and is intended to assist Foundation Scotland in maintaining equal opportunities best practice and identifying equality barriers for job applicants. Your responses are voluntary, kept strictly confidential and are not accessed by the shortlisting or interview panel.

Working Location

Foundation Scotland is a fully remote organisation and staff have working from home contracts. However, because this programme is focused solely on Edinburgh, we would expect the post-holder to live in or near Edinburgh. The Regenerative Futures Fund team are co-located in Edinburgh Futures Institute.