

Making a difference throughout Scotland

Since 1996, Foundation Scotland has distributed significant funding to charities and community groups across the country, creating happier, fairer, and more sustainable communities.

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](#).

The Communities Team

Foundation Scotland's Communities Team designs and delivers place-based funds linked to specific geographies and where decision making is usually devolved to residents. We bring fund distribution expertise, along with administrative and governance support; the local decision makers bring their deep knowledge of their community and its needs and aspirations.

The team currently stewards a high volume of these types of funds across Scotland on behalf of a wide pool of donors. We cultivate strong relations with communities and donors, test different approaches and practice and share learning to influence practice and policy. Our work has been most concentrated in the renewables sector, where we seek to develop and share best practice and learning about community benefit funds from commercial wind farms.

Our approach takes a long-term view, promotes, and harnesses community strengths and supports decision-making processes that are inclusive, accessible, accountable, and community led. As a national team we have staff located across Scotland, recruited for their expertise in facilitation, fund distribution and grant-making, informed by a solid understanding of community development principles.

Role Purpose

Reporting to the Community Fund Manager, the role will:

- Support the efficient delivery of a range of funds, with a range of funding and donor requirements.
- Support a range of grant management activities linked to high volume rounds and/or funds.
- Assess funding requests, mainly under £10,000, from organisations of varying capacity and size.
- Supplement general grantmaking administrative functions as and when required.
- Oversee a portfolio of donor funds which are devolved or more transactional providing appropriate levels of donor stewardship and customer service support.
- Manage and support a portfolio of smaller-scale or legacy funds with limited annual distribution and minimal donor engagement.

Working with:

- Grant Applicants and grantees
- Colleagues
- External Assessors
- Donors
- Panels

Core Responsibilities

1 Grant Administration

- Respond to enquiries from applicants and grantees, including on the charitable nature of awards.
- Process funding requests through Foundation Scotland's CRM database, including post-award grant management, providing information and feedback to applicants and grantees, and monitoring the fulfilment of award requirements (terms and conditions) for single and multi-year awards.
- Manage requirements for the Communities Team, exercising judgement about where grant queries related to variances, changes or issues can be resolved or need further consideration and/or authorisation to ensure grant deliverables are achieved.
- Review monitoring reports to ensure compliance and to support the sourcing and compiling impact stories or other relevant communications material for Fund reporting or wider Foundation Scotland purposes.
- Handle weekly assessment allocations, assign to external assessors, flag overdue assessments to both assessors and fund leads.

2 Programme / Fund Administration

- Support Fund Advisers with the administration of fund arrangements, including preparing and issuing Panel/Board papers as required, monitoring conditions and payments, and support with preparation of donor reports and other routine fund administration tasks that may be required from time to time.
- Administer devolved or small and micro-grant programmes where Foundation Scotland has devolved decision making; liaise with stakeholders as required to ensure terms and conditions are fulfilled and that the Fund Advisers have adequate updates to inform decision makers about impact.
- Provide support as required to enquirers, applicants, and grantees for low-level transactional donor-advised funds.
- Support Fund Advisers with administration of fund arrangements; for example, devolved funds within the Communities Team; including monitor conditions and payments, and support with preparation of donor reports.
- Identify and recommend funding opportunities and projects that align with legacy fund criteria.
- Support research to identify potential beneficiaries and partners, to support the desired funding outcomes.
- Co-ordinate and undertake grant-making activities with the support of Central Services colleagues, including information and feedback to applicants, and signposting to other sources of support.
- Compile written impact reports on any funds directly administered to demonstrate the impact of donor funds and to support the facilitation of continued funding support.
- Peer review assessments undertaken by team colleagues and external freelance assessors. Provide/receive constructively critical feedback on assessments.
- Set up and trigger grant award transactions, payments, in accordance with grant conditions.
- Help prepare batches of assessment reports, considering timelines and priorities for donors and decision-making panels.

3 Grant Assessments

- Assess grant applications, undertake proportionate due diligence, and compile assessment reports for a range of decision makers.
- Remain current with the Foundation Scotland Assessor Handbook, which details who and what is eligible for funding.

4 Events

- Support the administration and organisation of events as and when required, such as stakeholder events and project visits.

5 Team, Impact, Professional Development

- Contribute to a range of team activities, including contributing to team meetings.
- Support delivery of a range of activities and programmes to strengthen Foundation Scotland's work.
- Source stories for communications content, invite donors to Foundation Scotland events.
- Research and report on projects funded, impact and learning.
- Provide support in case study production on both donors and grantees.
- Contribute to Impact: monitoring and evaluation processes, learning from funding programmes.
- Engage in opportunities to develop own skills, experience, and knowledge.

Person Specification

Essential

- Experience in grant-making in a not-for-profit environment.
- Strong reading, numeracy and analytical skills, and the ability to process large volumes of 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, Experience using client relationship management databases.
- Ability to use judgement in analysing written and financial information.
- Ability to work independently, to take initiative and adopt a problem-solving approach, and to give/receive critical feedback.
- Empathy and compassion and ability to build effective and productive relationships with a range of stakeholders.
- Strong organisational skills with excellent attention to detail.

Desirable

- Degree level qualification in relevant field.
- Working knowledge of grant management systems.
- Technical understanding of charitable due diligence and good governance of community and voluntary organisations.
- Experience working with voluntary committees & boards, either as a member or in a support role.
- Experience of assessing funding applications

The description for this role sits at Grade D (of 10 grades).