

## 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 Purposes

The purpose of this role is to support the continued development of Foundation Scotland's work with community benefit funds and community led funding driving up high standards in the context of a dynamic policy environment. You will lead the development of Foundation Scotland's work in a specific practice area relevant to the wider work of the team, undertake specific tasks for new or established funds as and when required and implementing a portfolio of community benefit funds.

### Reporting to a Community Funds Manager, the postholder will:

- Lead on a designated specialist practice area relevant to Foundation Scotland's established and growing work on community benefit funds, contributing expertise, learning, and continuous improvement across the organisation.
- Contribute specialist expertise, tools, guidance and learning to build capacity and support continuous improvement across the team.
- Support the establishment and review of community funds and associated governance arrangements.
- Provide high level fund stewardship across a portfolio of community funds, maximising their efficient and effective operation, taking account of client and governance requirements, community context, and good practice in community development.

- Establish and develop strong and positive working relationships with donors, local and regional parties, and stakeholders to raise the profile of Foundation Scotland and the funds we steward and contribute to identifying and cultivating new business opportunities.
- Build and maintain strong relationships with community organisations, volunteer decision-making groups, clients, donors, and strategic stakeholders.

### Working with:

- All Foundation Scotland colleagues, especially Communities Teams members
- Community Company Board donors/clients
- Other Corporate donors/clients
- Public bodies and agencies
- Grant Applicants and Grantees
- Volunteer Advisory Panels
- Community Councils
- Grassroots projects, charities social enterprises, and other community organisations.
- Infrastructure and civil society organisations, such as those representing the third sector, anti-poverty, social-economic development, and others.
- Other organisations and intermediaries providing services and support to communities

## Core responsibilities

### 1. Specialist Practice

- Lead on a designated specialist practice area relevant to the Communities Team and wider organisational priorities.
- Working with line managers, provide individual coaching and/or advice and support to colleagues relevant to a specialist practice area.
- Informed by the needs of the team, new business opportunities and the evolving community benefit landscape, plan, produce and deliver a range of inputs for key audiences (internal and external) to increase knowledge and awareness of the specialist practice area.
- Support the testing and development of new approaches, tools, and models relevant to the specialist area to develop Foundation Scotland's knowledge, expertise, and practice.
- Ensure effective internal systems and processes are in place and used where needed for the specialist practice area.
- Monitor external policy, practice, and sector developments relevant to the specialist area and contribute to organisational learning and external influencing activity.

### 2. Fund Development & Review

- Support the establishment of new funds, including development of governance arrangements, operational processes and fund strategies co-designed with relevant stakeholders.
- Undertake or assist with consultancy and capacity building work relating to community fund development, review, and/or impact analysis.
- Support and deliver fund reviews across the national portfolio. Identify learning, risks, opportunities, and recommendations for improvement.

### 3. Community Fund Portfolio

- Manage a portfolio of community funds, ensuring effective, transparent and timely delivery.
- Support and test innovative approaches to funding distribution, which include participatory approaches, community commissioning, and other models that build community wealth and wellbeing, in line with community ambitions.
- Review and report as required on fund performance and impact.
- Assess grant applications and provide quality assurance and peer review of assessments undertaken by colleagues and freelance assessors
- Deliver facilitation of community decision-making bodies involved with community benefit funds. This includes recruitment and support of decision makers, and preparation of reports to develop good fund governance.
- Undertake fund reviews and support continuous improvement of fund processes and community decision-making arrangements.

### 4. External Relationships

- Manage suppliers of specialist services related to a specialist practice area.
- Represent Foundation Scotland at external groups, committees or events where relevant to a specialist practice area.
- Build and maintain relationships with stakeholders relevant to the specialist practice area.

## Shared responsibilities

### Team Planning

- Contribute to a range of team activities, including contributing to team meetings and team discussions, delivering the team plan, 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 practice and from policy / sector reviews, the creation of a range of impact and learning reports and the application of learning for different funds and 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

### Education and Experience

- A minimum of five years' experience and in-depth knowledge in community development or related environment.
- May have a degree level qualification in relevant field, or equivalent level of analytical thinking, research and communication skills gained through experience and/or short courses.

### Expertise

- Strong knowledge, understanding and track record of delivery in the required specialist practice area. (see Appendix 1)
- Experience of contributing to organisational learning, service improvement or development of practice.
- Experience of coaching and capacity building.
- Strong experience of supporting and advising community decision-making bodies
- Track record of effective facilitation of community representatives, forums and/or decision-making groups, focused on building consensus and/or development and delivery of local plans.
- Experience of developing, establishing, implementing and reviewing community led funds and governance arrangements ideally in place-based contexts.
- Experience of independently handling complex governance or stakeholder situations with sound judgement and diplomacy.
- Demonstrable experience and strong understanding of due diligence, governance and compliance requirements relating to community and voluntary organisations.
- Proven resilience, particularly in challenging or complex stakeholder settings

### General and transferable skills

- Strong analytical skills, and the ability to process complex information quickly and accurately.
- Strong written skills, with the ability to write for a range of audiences.
- Proficient in MS Office applications, and capable of using client relationship management databases.
- 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 in a fast paced and multifaceted environment.
- Current UK driving licence and willingness to travel distances.

The description for this role sits at Senior Adviser Grade F (of 10 grades).