

Foundation 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 Role

Reporting to the Philanthropy Manager, this role will:

- undertake robust, fair and consistent assessments of grant applications across a range of funding programmes. The role ensures that funding recommendations are based on organisational competence, clear evidence of need and impact, strong alignment with fund priorities, and appropriate due diligence in line with Foundation Scotland's policies and eligibility criteria.
- play a central role in supporting high-quality grantmaking by providing clear, balanced, and well-evidenced assessment reports to inform funding decisions by panels, donors and staff.

Core Responsibilities

1. Grant Assessment and Reporting

Review grant applications in detail to assess:

- Organisational purpose, activities and beneficiaries
- Project design, delivery and rationale
- Demonstrated need and demand
- Anticipated impact and outcomes

Produce clear written assessment reports, including:

- Organisational summaries
- Project descriptions
- Budget commentary and value for money analysis
- Impact and outcomes assessment
- Overall recommendation and justification

Ensure all written assessments are:

- Accurate, balanced and evidence-based
- Written in clear, professional third-person language
- Proportionate to grant size and risk

2. Review Organisational Competency and Due Diligence

The Grants Assessor will undertake basic due diligence in line with Foundation Scotland's eligibility criteria, including consideration of:

- Governance arrangements and management structures
- Safeguarding where relevant
- Financial position and reserves
- Legal status and compliance

And also identify and clearly record:

- Areas of strength and good practice
- Any concerns, risks or conditions required
- Ensure due diligence information is accurately recorded within internal systems. You will have access to the Foundation Scotland internal CRM system

3. Review Budgets and Financial Assessment

Reviewing project budgets to assess:

- Accuracy, realism and proportionality of costs
- Value for money
- Funding gaps and sustainability
- Discussing budget assumptions with applicants where clarification is required

Commenting clearly on:

- Whether costs are appropriate
- Any unusually high or low items
- The overall financial viability of the project

4. Review Need, Impact and Learning

Assess how organisations have identified need, including:

- Use of local data, evidence and lived experience
- Understanding of the communities served

Consider:

- Whether projects complement existing provision
- Opportunities for partnership or collaboration

Evaluate:

- Expected benefits and outcomes
- How impact will be measured and reported
- Whether the activity is upstream, midstream or downstream in addressing community challenges

5. Recommendations and Conditions

Make clear funding recommendations, including:

- Full award
- Reduced award
- No award
- Provide transparent reasoning that can be shared as applicant feedback

Identify:

- Minimum funding levels required for impact
- Any conditions of grant (pre- or post-payment)

6. Professional Practice and Collaboration

- Managing assessment workloads to agreed timescales
- Attending training and ongoing information and update sessions
- Communicating professionally with applicants to clarify information where required

Person Specification

Essential

- Experience of assessing funding applications, grants, or similar decision-making processes
- Strong analytical skills with ability to evaluate organisational capacity, project design and impact
- Confidence reviewing budgets and financial information
- Excellent written communication skills, with ability to summarise complex information clearly
- Strong attention to detail and consistency
- Ability to exercise sound judgement and balanced decision-making
- Understanding of the voluntary and community sector in Scotland
- Compassion and ability to build effective and productive relationships with a range of stakeholders
- Strong organisational skills with excellent attention to detail
- Enthusiasm, flexibility and the ability to cope well under pressure. Ability to multitask, work in a dynamic environment, and remain calm under pressure

Desirable

- Experience within grantmaking, trusts and foundations or public funding
- Knowledge of safeguarding, governance and charity regulation
- Familiarity with impact measurement and outcomes frameworks
- Experience using CRM or grant management systems

The post is graded at level C.