

## JOB SPECIFICATION

<b>JOB TITLE:</b>	Funding Officer
<b>FUNCTIONAL AREA:</b>	The Giving Team (Our Funds)
<b>LOCATION:</b>	Robertson House, Glasgow
<b>REPORTING TO:</b>	Funding Manager
<b>SALARY:</b>	Grade 3

### MAIN DUTIES/RESPONSIBILITIES

#### Job Purpose

The Giving Team has responsibility for distributing approximately £16M per annum of the Trust's expenditure each year. Its main function is to carry out the assessment of applications to Our Funds and provide appropriate levels of support to grantholders during the period of funding to ensure payments are released on a timely basis, all within a framework of agreed protocols and procedures. The aim is to maximise the impact of the Trust's funding by ensuring that we are supporting projects and activities which are closely aligned to one or more of the Trust's four identified Primary Themes. The team also carries out project work which may be process related or thematic based. These are designed to maximise the effectiveness of how we work and to broaden our knowledge of the sector in which we operate.

#### Key Responsibilities

##### Functional

- To undertake full and thorough assessment of funding requests to Our Funds, carrying out a range of in person and online meetings and tasks to ensure that detailed recommendations are written-up and presented for consideration within agreed lead times as defined within the annual schedule of Decision Meetings.
- To provide additional administrative and assessment resource to support the overall Giving team through the cycle of applications.
- To work closely with the Funding Support Officer, helping to ensure that payments to current grant holders are released on a timely basis and within the context of agreed protocols and procedures.
- To assist with broader provision of information and guidance at the point of application and through attendance at funding/networking events.
- To undertake additional project work when required, to increase the Trust's understanding of key issues in the third sector, including the preparation of relevant reports.
- To manage relationships with our Grantholders as defined by current policies and procedures. This includes working with grantholders to support them in resolving any issues raised during the period of funding.
- To attend and contribute to external events which help to remove barriers and improve access to our Funds.
- To contribute to our ongoing efforts to innovate and improve processes which improve access and engagement for applicants/grantholders.

##### Other responsibilities

- Participate in relevant Cross-Theme groups and activities, examples of which include Theme Teams, Partners in Change, EDPR and Climate. The role and responsibility of Funding Officers within these will be based on the needs of, and in consultation with, the respective Team/Group.

- Work with colleagues in other functional Teams and/or external parties when required, to undertake additional project work which informs the Trust's understanding of key issues in the third sector, including the preparation of relevant reports.
- Work with colleagues in other functional Teams and/or external parties when required, to undertake additional project work relating to our internal application/reporting processes and associated Salesforce developments.
- Build and maintain relationships with a wide range of key partners & stakeholders
- Adopt and demonstrate the Trust's values in all aspects of your work.

<b>Signed by:</b>	Wendy Knowles	<b>Date</b>	June 2024
-------------------	---------------	-------------	-----------

## PERSON SPECIFICATION FORM

<b>FUNCTIONAL AREA:</b> Giving (Our Funds)	<b>VACANCY REF. No:</b>
<b>JOB TITLE:</b> Funding Officer	<b>LOCATION:</b> Glasgow

THE EMPLOYEE	ESSENTIAL	DESIRABLE
<p><b>Qualifications/Experience</b> What educational attainments must the candidate possess? What professional/technical skills and knowledge are important, and what kind of job experience should the candidate have?</p>	<ul style="list-style-type: none"> <li>Knowledge of the Trust’s mission on poverty and trauma, the funding landscape and current challenges faced by our grantholders and the wider voluntary sector</li> <li>Understanding of what makes charities resilient (including their good governance) and the ability to respond creatively to risks and opportunities.</li> <li>Understanding of the impact charities are seeking to make, diverse ways of working and the contribution an independent funder can make towards their success.</li> <li>Experienced in presenting and/or group facilitation both in person and online.</li> <li>Proficient in Salesforce</li> <li>Confident working with Microsoft Office</li> </ul>	
<p><b>Special Aptitudes</b> Are there any particular skills which are required for the job e.g. numerical, language, verbal reasoning etc.</p>	<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills, with ability to communicate complex issues and ideas in an accessible and engaging way</li> <li>Strong analytical/problem-solving skills and attention to detail</li> <li>Inquisitive with an ability to make good judgements and manage risk</li> <li>Critical reading, review and strong writing skills</li> </ul>	
<p><b>Personal skills &amp; qualities</b></p>	<ul style="list-style-type: none"> <li>Adaptable to change and able to take the initiative in responding to the needs of our partners and colleagues/the Trust, especially with competing demands</li> <li>Ability to influence and negotiate using a range of strategies</li> <li>Working effectively as part of a collaborative team environment, but also using your own initiative proactively</li> <li>High emotional intelligence with excellent communication skills with a wide range of audiences and stakeholders</li> </ul>	
<p><b>Circumstances</b> In terms of personal circumstances, what will the job demand / provide?</p>	<ul style="list-style-type: none"> <li>There will be some travel required, on occasions</li> <li>The Trust is committed to hybrid and other forms of flexible working</li> <li>The Trust is open to reasonable adaptations to overcome barriers.</li> </ul>	

