

Grants Assessor: Role Profile

Role Purpose:

To contribute to the work of Foundation Scotland by assessing applications for funding. The applications come from community organisations, charities and social enterprises applying to different funding programmes Foundation Scotland administers on behalf of a wide range of donors and clients.

On a frequency to be agreed between yourself and Foundation Scotland you will:

- Complete an agreed number of assessments in any given period.
- Follow Foundation Scotland's procedures and standards to undertake each assessment. This will usually involve the following stages: i) making an appointment to conduct a telephone interview with the applicant ii) preparing for the interview iii) conducting the interview iv) writing up the assessment report to a prescribed format and using templates as directed.
- Return completed assessments to your named contact at Foundation Scotland by the specified date of return.
- Follow the guidelines provided and carry out the role with diligence and care.
- Attend induction and training if required (unlikely to be more than one day in any one full year) and participate in an Annual Review with FS about your role as an External Assessor.

In undertaking this work we expect External Assessors to adhere to the following Code of Conduct:

- To declare any interests as required by Foundation Scotland.
- To immediately inform the Foundation if you are unable to complete an assessment by the return date.
- To maintain the confidentiality of information relating to any applicant organisation.
- Respecting that the assessing approach and related material is Foundation Scotland's intellectual property. We do not expect this to be used or applied for purposes other than in assessing work for Foundation Scotland
- To present a positive image of the Foundation and behave in a manner which will not bring the Foundation into disrepute

Grants Assessor: Person Specification

Essential	Desirable
Skills	
<ul style="list-style-type: none"> ▪ Ability to compare and analyse evidence to assess a case for support: extract essential information, identify relevant details, inconsistencies, assumptions or oversights. ▪ Good interpersonal skills; confident, polite telephone manner ▪ Excellent written communication skills: ability to write concise, informative reports ▪ Reasonable level of numeracy ▪ Basic word processing and email skills 	<ul style="list-style-type: none"> ▪ Research skills, ability to prepare briefing papers etc.
Knowledge	
<ul style="list-style-type: none"> ▪ Good knowledge of the nature and structure of the Voluntary and Community sector in Scotland 	<ul style="list-style-type: none"> ▪ Familiarity with grant application / grant management processes. ▪ Familiarity with other funders in Scotland
Experience	
<ul style="list-style-type: none"> ▪ Experience of working with either management committees or boards, volunteers and/or of managing staff ▪ Experience of preparing and managing budgets for projects or organisations 	<ul style="list-style-type: none"> ▪ Experience of managing grant funded projects ▪ Experience in a community development role ▪ Grantmaking experience, including grant assessment
Other Requirements	
<ul style="list-style-type: none"> ▪ Access to a personal computer and email ▪ Availability to undertake assessments reasonably regularly ▪ Ability to make telephone calls to applicants during day or evening as required. 	