

Job Description

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Job Title:	Development Officer
Location:	Inverkeithing and/or Glasgow
Reports to:	Senior Development Officer
Line manager to:	N/A
Hours of work:	35
Salary Range:	£29,879 - £31,494 (pro rata)

Job Purpose:

The Development Officer will be responsible for implementing grant-making processes including development support and building relationships across different Funds.

The post-holder will work closely with the Programmes Manager, Senior Development Officer and Compliance Officer to ensure a professional grant-making service is delivered to grant applicants and funded projects on behalf of the Funder.

The post holder may be based in the Inverkeithing and/or Glasgow offices.

Job Role:

The post-holder will be responsible for managing a portfolio of projects, providing development support to them, and building positive relationships with projects across different Funds.

Primary Responsibilities

Fund Development	Develop and finalise Fund application forms and guidance.
Promotion	Disseminate materials to promote Funds through networks, traditional and social media.
Pre-application	Provide pre-application support by phone and email. Log Fund enquiries and support provided.
Application	Support Compliance Officers to contact applicants to request missing documents.
Assessment	Undertake assessment of applications for Funds. Provide factual information relating to performance and risk of currently funded applicants to assessors.
Approval & Award	Liaise with successful applicants on grant variations.

Grant Management	<p>Review project outcomes, indicators and evidence gathering with projects in portfolio after awards.</p> <p>Set contact schedule and meeting dates for all projects in portfolio.</p> <p>Inform projects of compliance requirements, development and social capital support.</p> <p>Maintain contact with all projects in portfolio by email, phone and meetings.</p>
Monitoring	<p>Implement outcomes based monitoring framework. Support funded organisations to monitor and record progress towards outcomes.</p> <p>Review the performance of organisations against their outcomes and activities.</p> <p>Liaise with projects in portfolio to ensure all financial and progress reports are received on time.</p> <p>Identify projects' learning and good practice from progress and finance reports.</p> <p>Provide reports to Programmes Manager and Senior Development Officer on learning and good practice.</p>
Payments	<p>Provide information for grant payment lists to Senior Development Officer.</p> <p>Inform Programmes Manager and Senior Development Officer of grants not to be paid and reasons why.</p>
Compliance	<p>Work closely with the Compliance Officer in relation to projects that are non-compliant and propose ways to address it.</p> <p>Inform Programmes Manager of projects' serious non compliance.</p>
Risk Management	<p>Identify projects that are at risk using risk framework.</p> <p>Inform Programmes Manager and Senior Development Officer of projects that are at risk.</p>
Evaluation	<p>Support projects to self-evaluate outcomes achieved within funding period using appropriate methods and evidence.</p> <p>Support projects to provide quality reports on outcomes achieved and provide feedback on reports submitted.</p> <p>Support projects to identify challenges and use learning to develop further.</p> <p>Support Programmes Manager and Senior Development Officer to aggregate individual information from reports to contribute to Fund Evaluation.</p>

Development Support	<p>Plan and deliver welcome events to outline compliance requirements, development support and Impact Funding Partner's more than just money / social capital approach.</p> <p>Identify strengths of organisations in delivering their funded projects.</p> <p>Identify and document challenges for projects.</p> <p>Identify and document development needs of projects.</p> <p>Deliver learning activities to projects on a one to one or group basis as appropriate.</p> <p>Support funded organisations to celebrate success by producing case studies, material for social media and attending events.</p>
Social Capital	<p>Implement Impact Funding Partners' approach to unlocking social capital in grant making through:</p> <ul style="list-style-type: none"> • Building mutual trust and respect with and between projects and stakeholders • Enabling shared understanding between stakeholders • Developing relationships and networks based on shared values • Encouraging cooperation between projects and stakeholders • Implementing a strengths-based approach • Creating safe spaces for learning and sharing practice • Encouraging mutual support and reciprocity.
Fund Closure	<p>Support Programmes Manager and Senior Development Officer to deliver Closure Plan.</p>
External Relations and Influence	<p>Build and sustain positive relationships with funded organisations and stakeholders.</p> <p>Develop and maintain strong working relationships with the funder.</p> <p>Represent Impact Funding Partners at relevant external meetings.</p>
Team Contribution	<p>Contribute to Impact Funding Partners wider activities as required.</p> <p>Contribute to an effective learning culture across Impact Funding Partners and within the Equally Safe team.</p>
Accountability	<p>Write and present progress reports for the Programmes Manager.</p> <p>Liaise regularly with Funders regarding the progress of the Funds and present reports as required.</p>

	Essential	Desirable	Measured by
<p>Qualifications & Training: Management training and training in managing people and performance.</p>		X	Application
<p>Skills & Experience: Experience of providing support to voluntary organisations and community groups. Experience of organising and delivering training and networking events. Strong communication and negotiation skills and the ability to present information clearly. Ability to assess information and produce objective reports. Strong planning and organising ability. Practical experience of monitoring, evaluation and reporting. An understanding of the policy and funding environment in which voluntary and community organisations operate. Practical experience of updating website content and using social media in a work context. Skilled in using Microsoft Office applications and management information systems.</p>	X X X X X X X X		Application / interview
<p>Qualities and Attitude: Commitment to the gendered analysis approach to violence against women and girls. Ability to cope with a busy and varied workload, meeting tight deadlines. Ability to manage multiple projects with overlapping deadlines. Ability to build positive, respectful and productive relationships with internal and external stakeholders. Demonstrable commitment to learning and self-</p>	X X X X X		Application / interview

<p>development.</p> <p>Ability to work flexibly, remotely and effectively within a team, and be self-motivated.</p> <p>Ability to work positively with people from different backgrounds in a sensitive and respectful way.</p> <p>Ability to work in partnership with relevant intermediary organisations and public sector partners.</p> <p>A positive, professional ‘can do’ attitude.</p> <p>A willingness to be flexible to support the needs of the organisation.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		
<p>Values:</p> <p>A demonstrable commitment to Impact Funding Partners’ values of equality, relationships, openness, authenticity, dynamism and a commitment to high standards in grant making.</p>	<p>X</p>		<p>Application / interview</p>
<p>Knowledge:</p> <p>An understanding of the policy and funding environment in which voluntary and community organisations operate.</p> <p>An understanding of planning, monitoring and evaluation.</p> <p>An understanding of good practice in grant making.</p> <p>Knowledge of the Scottish Government’s Fairer Scotland agenda, and approach to tackling inequality and discrimination.</p> <p>Knowledge of the Scottish Government’s Equally Safe strategy</p> <p>Knowledge of the issues faced by organisations in promoting equality and diversity.</p> <p>Knowledge of strategic and operational planning in Third Sector organisations.</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>Application / interview</p>

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.