# Grants & Relationships Officer

## Details

Title: Grants & Relationships Officer

Salary: £25,000 – 27,000 per annum, depending on experience, plus competitive benefits

Working Pattern: full-time (35 hours/week) on a flexible basis, including opportunities for remote working; part-time or job share arrangements can be considered

Line Manager: Chief Executive (CE)

## Job Description

Are you passionate about supporting very young children and their families? We at Cattanach are looking to recruit a Grants & Relationships Officer to join our team. Together, we want to drive positive change for very young children in Scotland and hope to strengthen our support for frontline Early Years organisations. For more information on our work and team, visit our website: <https://www.cattanach.org.uk/>.

As Grants & Relationships Officer with Cattanach, you will be liaising directly with registered charities across Scotland who support families with very young children (pre-birth to about 3 years of age) as part of our proposal and evaluations process. Working closely with the Chief Executive and Business & Development Officer, you will provide support to charities in working on their proposals or evaluations and growing their Early Years practice; this will include visits to settings as and when this becomes possible again. You will feed into reports for our Grants Committee and Board and support the Cattanach team in keeping our grants management system and wider database up to date. As part of a small but ambitious team, your work will be varied and may look very different day-to-day – ranging from support with social media to attending Funder Fairs or organising training for grantees.

We are specifically looking for a motivated and enthusiastic qualified Early Years practitioner with a passion for improving the lives of very young children who can bring an understanding of Early Years work and how Scottish Government policies (such as Getting It Right for Every Child) are translated into practice. Cattanach will provide comprehensive training to support the transition into the grantmaking world. We ask that all candidates demonstrate their understanding and commitment to the four Cattanach values:

* **integrity** – We strive to be fair, ethical and accountable.
* **love** – We recognise the importance of nurturing relationships, with kindness and compassion at the heart of all our work.
* **consideration** – We are mindful of the challenges, hopes and aspirations of others.
* **hope** – We are passionate about enabling change through our work with partners and the organisations we support.

Work can be organised flexibly to suit you and the charities we work with. Please note that the post entails significant travel across Scotland although overnight trips are rare. We are keen to honour our staff’s needs and preferences; while we do offer office-space, remote-working is always an option and supported with suitable equipment. Due to COVID-19, the entire organisation is currently working remotely. We provide a competitive benefits package and on-going attractive training opportunities. If you would like to have an informal chat before applying, please contact our Chief Executive Sophie Flemig (sophie@cattanach.org.uk).

## Description of Work

### Grantwork

* Assist the CE and BDO in liaising with charities around new project proposals and evaluations
* Carry out site visits and build relationships with organisations prior to and after grants have been made, e.g. through support via phone and/or email
* Support organisations in completing proposals and evaluations, including description of work, discussing outcomes and budgets
* Write reports on project visits for consideration by the Grants Committee
* Offer capacity building support to Early Years organisations based on best practice and insights in attachment and infant mental health (training provided)
* Assist the CE and BDO in representing the SCIO at events, such as funder fairs, to raise Cattanach’s profile across Scotland and beyond
* Assist the CE and BDO in growing the SCIO’s grantmaking practice, with a view to best practice in Early Years work

### SCIO Operations

* Support the CE and BDO in maintaining the grant management system
* Support for CE and BDO
	+ Offer operational support to the CE and Business and Development Officer (BDO) as required
* Social Media
	+ Assist the BDO and contractors in managing day-to-day running of social media suites (Facebook, Twitter, LinkedIn)
	+ Assist in building library of social media and graphic design assets
* Administrative Support
	+ Support the BDO in maintaining the G Suite platform
	+ Support the CE and BDO in managing administrative part of grantmaking

### Board work

* Support the Grants Committee with direct reports from prospective and current grantees
* Support Board and Committee members in project visits
* Support Board and Committee members in Early Years specific training

## Application Process

To apply, please send an up-to-date CV and a completed application form via email to our Chief Executive, Dr Sophie Flemig (sophie@cattanach.org.uk) by **5pm on Friday, 12th June 2020**. We do **not** require a cover letter. Shortlisted candidates will be asked to attend a virtual interview with the Chief Executive, Dr Sophie Flemig, and the Business and Development Officer, Kathie Nicolson.