

Performance & Impact Advisor Role Profile and Person Specification

Role Profile

Job Title:	Performance and Impact Advisor – (Supporting Equality and Human Rights)
Inspiring Scotland	<p>Inspiring Scotland is a registered Scottish charity and one of the world's largest venture philanthropy organisations. We support over 360 charities across 16 social-impact funds, manage over £30m of charity grant-making per annum and have 49 full and part-time employees. We are passionate about addressing inequality and improving the lives of people living in Scotland's most vulnerable communities.</p> <p>We are a collaborative, supportive organisation and place high emphasis on team working and sharing best practice and learnings both internally and externally. We view our staff as ambassadors for the organisation and all staff are expected to demonstrate high standards in all aspects of their work.</p> <p>We are a flexible employer and offer an excellent benefits package. We have won or been nominated for Family Friendly Awards three times.</p>
Working arrangements:	<p>5 days a week which can be delivered flexibly. Your role is office based for contractual purposes; however, you will be expected to travel across Scotland to meet with partners and charities, support their work in delivering fund outcomes.</p> <p>November 2020: The Inspiring Scotland office is currently closed due to COVID-19 restrictions and all staff are working remotely from home. We will continue to follow all guidance and open the office when it is safe to do so.</p>
Reporting to:	Fund Manager (Supporting Equalities and Human Rights)
Key relationships:	<p>External – Fund charities throughout Scotland, Scottish Government policy colleagues, other stakeholders and support agencies linked to your policy areas.</p> <p>Internal – Fund Managers, Fund Support Officers, Inspiring Scotland Performance Advisors, SMT, Finance, Admin and Communications teams. You will also have a relationship with our Board of Trustees.</p>
Role purpose	<p>The main function of the Performance and Impact Advisor is to support funded charities to effectively deliver and report on funded projects.</p> <p>As a critical friend you will oversee project payments and monitoring and coordinate additional capacity building support. You will support Fund Managers by helping to co-ordinate learning from funded projects, facilitate peer support opportunities, support new Fund development and wider sector development.</p> <p>The Performance and Impact Advisor will work with a caseload of funded organisations currently funded through the Promoting Equality and Cohesion Fund (PECF). This programme was extended to September 2021 because of the Covid-19 pandemic.</p>

	This programme will be replaced by the Supporting Equality and Human Rights Fund which will be launched by January 2021 for funding to commence October 2021.	
Fund objective:	<p>Supporting Equality and Human Rights across Scotland will be a competitive fund open to applications for work to support civil society partners in Scotland to deliver against equality and human rights priorities. The fund is an evolution of previous funding streams, including the Promoting Equality and Cohesion Fund (PECF).</p> <p>Funded organisations will be delivering both infrastructure support and development as well as project work that tackles inequality and discrimination, furthers equality, and advances the realisation of human rights in Scotland.</p> <p>Funded groups will be meeting a specific need for a particular community and/or strengthen civic society's ability to deliver against National Performance Framework outcomes as follows:</p> <ul style="list-style-type: none"> • We respect, protect and fulfil human rights and live free from discrimination • We grow up loved, safe and respected so that we realise our full potential; • We live in communities that are inclusive, empowered, resilient and safe; • We tackle poverty by sharing opportunities, wealth and power more equally; and • We have thriving and innovative businesses with quality jobs and fair work for everyone. 	
	Key Accountabilities/ Responsibilities	Indicators of Effectiveness
	<ul style="list-style-type: none"> • Regular visits (incl virtual) to funded charities to build strong relationships and trust and develop a deep understand of their work • Provide close emotional, practical and organisational support and guidance to a caseload of charities to ensure they are as effective as they can be • In partnership with our FSOs and Finance team co-ordinate grant payments and monitor grant expenditure, reprofiling grants payments where there are un-spent funds • Manage delivery of reporting framework including quarterly finance reports, 6 monthly progress updates and annual reports from funded organisations • Undertake Health checks with all funded organisations and produce development plan for areas identified where support is needed • Co-ordinate in conjunction with SVN Executive specialist volunteer support for organisations 	<ul style="list-style-type: none"> • KPI's met for all progress reporting and customer support • Consistent payment of funding in line with agreed terms. • Identified underspend and recommend reinvestment to maximise impact across the portfolio. • Continued improvement in each organisations effectiveness measured against a range of outcomes. • Health check undertaken for each Venture. • Output from Health checks used in Development Plan to inform SVN support, training sessions and content of Portfolio days

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| <ul style="list-style-type: none">• Provide any other direct support to charities to ensure they have the process in place to report effectively, are measuring the impact of their work and are operating in a way which is consistent with the principles and aims of the fund;• Work with a cohort of charities on a more intensive basis where required• Develop resources, training and/or activities for the portfolio to address common areas of need;• Contribute to facilitation and planning of Portfolio days and learning events for the charities to connect and build capacity and share learnings;• Improve charity sustainability by supporting funding applications, evaluation and outcomes, and reporting.• Collate IS Fund monthly updates, bi annual progress updates to SG and Annual reports and• Provide feedback to Scottish Government, detailing progress against objectives and outcomes.• Contribute to new fund development, communications, marketing and influencing activity including use of social media, preparing blogs, articles and thought-pieces as well as presentations. | <ul style="list-style-type: none">• Positive feedback from charities on value added by Inspiring Scotland.• Resources developed, shared and evaluated.• Support charities to establish relationships with key funders and Local Authorities, through attending one to one meetings and hosting events.• Charities to have a funding strategy with pipeline applications. |
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Person specification

Qualifications	Educated to degree level.
Personal attributes essential for this role	<ul style="list-style-type: none"> • Drive for results - A focused, motivated approach to delivering the PIA role and its wider responsibilities will be essential. An ability to work on one's own initiative will be important as will a "self-starter" approach. The ability to engage, inspire and motivate your charities to deliver results will be an essential attribute • Interpersonal sensitivity and emotional intelligence, engaging effectively with key stakeholders using high levels of interpersonal sensitivity and emotional intelligence. Within this, an ability to apply sound judgement will be important.
Essential skills and experience:	<ul style="list-style-type: none"> • Proven ability to exercise judgement and deliver consistent decision-making within a high-volume environment • Experience of building effective relationships and working well with a variety of stakeholders • Experience producing high quality reports and papers for internal and external publication. • Experience of working with charities and third sector organisation to drive social change. • Skills in project development and support, having worked alongside others to inspire improvement and enhance social impact. • Excellent verbal and written communication skills. • Excellent IT skills including the use of Microsoft Excel, Word, Outlook and PowerPoint. • Excellent planning and self-organization skills to be able to plan and organize work at operational level to deliver work to agreed timescales and standards. • Excellent organisational and project management skills. • Excellent communication skills (written and verbal). • Excellent numeracy and budget management skills with attention to detail. • Excellent administration and IT skills. • Excellent responsive and empathetic customer service skills • Excellent team development skills with the ability to inspire and motivate people.
Preferable experience and knowledge:	<ul style="list-style-type: none"> • A track record of successful programme management, preferably grant management or financial control • Experience of working within a grants administration function • Excellent skills of using accounting software and associated reporting tools • Awareness and understanding of the National Performance Framework • Awareness of the relevant national action plans, strategies and organising frameworks that relate to equality and human rights in Scotland. These include the Hate Crime Policy, Fairer Scotland for Disabled People, Fairer Scotland for Older People, Race Equality Framework, Scottish National Action Plan on Human Rights.