

Job Title	Engagement Officer (Funding)
Line Manager	Operations Manager for day-to-day duties and CEO for project work
Management of other staff	Not Applicable
Salary	Salary in the range of £21,455-£24,292

### Overview of the role

The purpose of Third Sector Dumfries and Galloway is to improve the quality of life of the most vulnerable and disadvantaged within Dumfries and Galloway. We do this by working with third sector partners and public agencies to identify communities of greatest need, design responses and create an environment for innovation and growth.

The role of Engagement Officer (Funding) is to be the funding expert within the TSD&G team. The role works alongside the Engagement, Communication and the Business Support Teams to provide information and expertise about funding opportunities available to the third sector in Dumfries and Galloway.

Funding knowledge and expertise is one of TSD&G's core services:

- Helping third sector organisations start, develop and grow
- Encouraging and involving volunteers
- Finding suitable funding
- Creating and delivering sustainable business plans
- Identifying the best way to manage people and money
- Connecting the sector with Community Planning and Health and Social Care Integration

Whilst all Engagement Officers will communicate directly with the third sector about funding, it is the role of this post holder to support the team as they engage. The Engagement Officer (Funding) will also provide the Communications Manager with content to highlight funding opportunities to the wider sector.

### Main Responsibilities

- Create and maintain a database of funding sources for the third sector
- Maintain a database of funding application forms and criteria
- Create and maintain a schedule of application deadlines where appropriate
- Create and maintain a procedure for informing TSD&G staff about funding opportunities

- Working with the Operations Manager, support the Engagement Team with advice and information about funding
- Working with the Communications Manager, provide funding information for use in the Communications Strategy and action plan
- Develop and deliver training sessions for third sector partners and TSD&G events
- Co-ordinate events to raise awareness of and access to funding streams available to third sector organisations
- Track the progress of applications of third sector organisations which have received assistance from the Engagement Officer (Funding)
- Gather information on results of assisted funding applications and produce monitoring reports as required by the Chief Executive
- Working with the Chief Executive, develop and manage the administration of special projects as required, including the allocation of grants to the third sector
- Using lessons learned from maintaining the portfolio, contribute to the continuous improvement of TSD&G activities
- Establish and develop relationships with national and local funders

### **Personal Development**

Keep abreast of funding sources and opportunities.

Maintain up-to-date knowledge of relevant legislation and regulation

Maintain up to date knowledge of the work of the third sector locally and nationally.

Support a culture where improvements can be made as a result of lessons identified, captured, assessed and implemented.

### **General**

Adhere to the organisation's policies and procedure.

Work within agreed budgets and timescales.

Carry out other duties as may be reasonably assigned from time to time.

### **Key Contacts**

The post is responsible for maintaining an adequate level of expertise to allow TSD&G to be regarded as expert in funding. Contacts will be determined by the needs of the role and will include:

- Local funders such as the Holywood Trust
- Scottish and national independent, public and European funding sources
- SCVO and other relevant intermediaries
- DGC and D&G H&SC Partnership
- Other Third Sector Interfaces
- Independent consultancies

## Person Specification

	Essential	Desirable
<b>Skills, Knowledge &amp; Experience</b>		
Able to gather, collate and manage large quantities of information	x	
Plan and manage workload	x	
Training and presentation skills	x	
Ability to capture and analyse information and produce reports	x	
Broad knowledge and understanding of the third sector	x	
Ability to work as part of a team, share knowledge and benefit from experience of others	x	
Ability to use the Microsoft Office package and Outlook	x	
Ability to develop professional networks for sharing of information and expertise	x	
Ability to implement, monitor and report on a funding regime	x	
<b>Education/Qualifications</b>		
Educated to degree level or similar		x
<b>Other Requirements</b>		
Valid driving license and access to a car with business insurance for work purposes		x