

EARLY YEARS SCOTLAND

REMIT: FUNDING MANAGER

The Funding Manager has responsibility for:

- **The operational management and development of the organisation's funding and income generation activities**
- **The financial management of funding and other income sources**
- **Reporting directly to funders and supporting and liaising with managers on funding reporting**
- **Contributing, as a member of the management team, to cross-organisational management responsibilities including operational development and the execution and development of core management functions**

The Funding Manager will be based at the Glasgow office with some travel required as Early Years Scotland is a national organisation. Due to the nature of the role, there will be scope for remote working. This is anticipated as a full-time post (35 hours per week), but a part-time post will also be equally considered.

The Funding Manager will promote and adhere to the values, philosophy, policies, and procedures of Early Years Scotland at all times.

In recognition of the value placed on volunteering within Early Years Scotland, the Funding Manager will encourage volunteers wherever possible to be involved in the work of EYS.

CONTEXT

Early Years Scotland is the national leading organisation that invests in our youngest children pre-birth to 5. We deliver and support high quality Early Learning and Childcare for children and families across Scotland in a variety of settings, including prisons. Early Years Scotland takes a two generation approach to early intervention and prevention, working with young children and their parents/carers together to support children 's and adults' learning, and promote greater impact within families and communities.

ACCOUNTABILITY

The Funding Manager will be line managed by the Depute Chief Executive who in turn is accountable to the Chief Executive and ultimately to the Board of Directors.

PRINCIPAL RESPONSIBILITIES

1. **The operational management, and development, of the organisation's funding and income generation activities by:**
 - working to develop and maintain robust relationships with existing and future funders, partners and stakeholders
 - completing funding applications on behalf of EYS to secure funding opportunities and negotiating with funders to ensure contracts in place are in the best interests of EYS
 - researching, identifying, securing and developing new funding streams and opportunities for income generation
 - establishing partnerships with other organisations and bodies where appropriate to create funding opportunities
 - creating opportunities for EYS to secure funding including leading and managing fundraising activities and securing sponsorship where appropriate
 - budget development and monitoring both annually and long-term

- leading the procurement and tendering activities within the organisation ensuring they are compliant both in terms of EYS' own procedures and the relevant legislation.
- 2. The financial management of funding and other income by:**
- effectively monitoring budgets and other relevant information to ensure that funding is properly allocated to the activities the funder has agreed and that there are reporting systems in place for meeting the contractual reporting requirements and other stakeholder reporting requirements as agreed
 - ensuring that evaluation activities are in place, are appropriate and are undertaken to provide full and proper reporting to funders in line with what has been agreed with them
 - producing and reporting financial and other information to funders and other stakeholders to meeting contractual terms, conditions of grants and any other agreed or legal requirements.
- 3. Reporting directly to funders and supporting and liaising with managers on funding reporting by:**
- Monitoring projects to ensure that the outcomes agreed on are being met
 - Liaising with the Finance Co-ordinator to ensure expenditure is in line with funding on an ongoing basis
 - Gathering relevant information from managers for reporting to funders
 - Assisting managers with their reporting commitments to ensure funders are receiving the information they require
- 4. Contributing, as a member of the management team, to cross-organisational management responsibilities including operational development and the execution and development of core management functions by:**
- regularly attending and actively contributing to management meetings
 - leading and participating in internal and external working groups as required
 - leading on cross-organisational, functional area/s on behalf of the management team
 - contributing to the development and creation of operational and other plans
 - setting and meeting priorities and targets as required
 - contributing to risk assessment and other organisational processes as required
 - representing EYS externally as required
 - participating in national activities as required

WIDER RESPONSIBILITIES

To take responsibility, along with other staff members, for ensuring that operational policies are observed and for carrying out other duties as appropriate to this post. This will include active participation in supervision, appraisals, team meetings and accepting responsibility for identifying and meeting professional development and training needs as part of an on-going process.

This job remit is intended to outline the post at this stage of development. It is not an exhaustive list and it is recognised that jobs change and evolve over time. Post holders will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively and flexibly to changing organisational needs.

WORKING RELATIONSHIPS

The Funding Manager will:

- meet regularly with their line manager
- prepare for and attend management team and other meetings as required

- when required to be involved in the recruitment and selection of staff, operate in line with Early Years Scotland's procedures and policy
- liaise with the HR Co-ordinator with regard to HR procedures and policy as necessary
- liaise with the Finance Co-ordinator / Accountant about designated budgets
- liaise with funders' officers in line with grant agreements
- establish and develop meaningful working partnerships with relevant organisations, stakeholders and agencies where appropriate.

TRAINING AND DEVELOPMENT

The Funding Manager will be expected to keep up to date in terms of knowledge and skills in their area of work. It is also expected that all managers will keep themselves up to date in terms of policy developments, priorities and practice at organisational, local and national level.

All staff will be provided with opportunities to update skills and knowledge in line with remit and organisational requirements within the limits of time and resources available and in accordance with furthering the aims of EYS.

CORE COMPETENCIES

The competencies have been described under three headings: knowledge and understanding, skills and abilities and values and personal commitment. They are inherently linked to each other and the interrelationship among the three is core to ensuring that the Funding Manager takes appropriate professional action during the course of their work with Early Years Scotland.

Knowledge and Understanding

- Organisational priorities, needs and values
- Organisational policies and procedures governing working practice and performance.
- Quality management and leadership practice
- Current policies and frameworks at national, local and establishment level including Curriculum for Excellence, Pre-Birth to Three Guidance, Building the Ambition, GIRFEC, Early Years Collaborative and other relevant frameworks and initiatives
- Knowledge of SSSC, Care Inspectorate and Education Scotland regulations and inspection requirements
- Communication processes
- Organisational publications and resources
- Keep up to date with current sector developments, documents and initiatives

Skills and capabilities

- Build and maintain effective and positive working relationships
- Provide a range of written reports as required
- Excellent communication (oral, written, ICT, presentational)
- Effective organisational, time management and prioritisation skills
- Excellent IT skills
- Monitor, evaluate and assess own performance in line with work priorities

Values and Personal Commitment

- Show commitment to the values of Early Years Scotland
- Ensure a highly professional and positive attitude is presented at all times
- Take responsibility for your own professional learning and value constructive feedback
- Show a commitment to reflection, self-evaluation and self-development
- Value, appreciate and respect the contribution of others
- Show commitment to achieving high standards and objectives which are planned and agreed
- Demonstrate flexibility, working on own initiative and self-reliance

- Observe confidentiality at all times in line with policy
- Value and promote fairness, diversity, social inclusion and anti-discriminatory practice