



**Social
Investment
Scotland**

JOB SPECIFICATION

Impact

IMPACT MANAGER: August 2021

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Impact

SALARY

Circa £40,000

RESPONSIBLE TO

Head of Impact

LOCATION

Flexible with occasional travel to locations in Scotland; and parts of the UK.

CONTRACT TYPE

Permanent and full time (35 hours); Open to discussions for a part-time role (28 hours).



Social Investment Scotland

Our values

- Purpose: we are purpose driven- we are committed, innovative and impactful;
- Integrity: we do what we say- we are reliable, honest and consistent;
- Unique: We embrace the power of difference- we are inclusive, open and ethical;
- Partnership: We grow strong partnerships- we are collaborative, confident and respectful.

About us

Social Investment Scotland (SIS) are a social investment finance intermediary (SIFI) operating across Scotland and beyond. Our mission is 'to connect capital with communities, to make a real, measurable and sustainable impact upon peoples' lives.'

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Our strategy to 2030, *Building an Impact Economy*, highlights our approach to enabling social and environmental impact through our society and economy. By 2030, we aim to provide 10,000 enterprises with the tools, support, inspiration and connections to create greater social impact; and to connect 500 social entrepreneurs, enterprises and third sector organisations with mission-aligned investment and support.

Our team is flexible and open-minded and really gets to know the social enterprises and charities that we engage with, so that we can support their work with creative and effective finance and support solutions.

Purpose of role

SIS is at the early stage of our *Building An Impact Economy* strategy, and we now require a proactive, confident and expert Impact Manager, to join our team and support in achieving SIS's ambitious goals. SIS activity spans loan and equity investment, market building (webinars, workshops, training) and influencing those around us to operate with responsible business practices. The Impact Manager will work across SIS teams, particularly SIS Ventures <https://www.sisventures.com/>, and directly with investee businesses, to ensure impact creation, integrity, measurement and improvement is at the forefront of SIS activities.

The Impact Manager will spend much of their time 1. Advising management teams from early stage, high-growth potential businesses 2. Carrying out impact due diligence and 3. Developing theories of change and impact plans – all as part of an impact investment process.

Responsibilities

An expert impact role delivered by the Impact Manager, with support from SIS's external impact partners, working alongside the SIS Ventures, Investment and Leadership teams. The Impact Manager will:

Social and Impact Investment

- Work directly with potential and current investees, using agreed toolkits, to develop impact practice for high growth, early-stage enterprises. Outputs include theories of change and impact plans including indicators, in line with defined stages of the investment process.
- Support investment decision-making by contributing to investment appraisal and committee discussions.
- Contribute to development of new fund impact theses, and other initiatives, helping ensure impact is front and centre of SIS innovation activity.

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Responsible Business Practices

- Promote adoption of responsible business practices, by businesses of all kinds, and support SIS customers and investees to set baseline and target activities to achieve greater positive impact through their business practices.
- Lead on agreed SIS responsible business practices engaging relevant colleagues and stakeholders and developing required systems and other support as needed.

Capacity Building

- Support the SIS team to develop their knowledge, and to gather impact data, through customer conversations, surveys and other appropriate research tools.
- Develop and deliver impact practice and responsible business practice workshops drawing on relevant frameworks and practical examples, often drawn from SIS investees and networks.
- Develop SIS research projects working with SIS colleagues, external partners and other stakeholders as required.
- Contribute to the continuous improvement of SIS's impact practice providing an expert and critical eye.

Impact Systems

- Contribute to SIS and SIS Ventures' impact measurement and reporting activities, leading on agreed activities as required.
- Support the Head of Impact to design and implement a digital impact platform to measure SIS's impact at investee, beneficiary and field levels.
- Manage the digital impact platform acting as lead and liaising with internal teams, customers and suppliers to maintain and improve impact systems.
- Support external verification of SIS impact practice as required.

What we're looking for

- Passion for social and environmental outcomes and the belief in business as a force for good.
- An impact expert with extensive experience of working in a relevant environment including social enterprise or charity sector, consulting, impact investment, corporate social responsibility or professional services.
- Excellent analysis, and stakeholder management skills, and be able to work flexibly and independently.
- Practical experience of applying impact frameworks and toolkits and advising others to do so.
- Experience of developing and applying of theories of change (*essential*) and UN Sustainable Development Goals (*desirable*), in enterprise settings.
- A confident communicator able to advise, discuss, support and challenge social venture founders and management teams; particularly those from early-stage purpose-driven businesses.

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- Strong self-sufficiency with the ability to plan and deliver a busy workload; including writing and producing own documentation and notes.
- Tech savvy – able to use standard software packages and contributing to development of the SIS digital impact platform.
- A special interest, knowledge and/ or expertise in measuring climate action/ environmental/ sustainability performance by businesses (*desirable*).

In addition, we're looking for;

- The ability to quickly develop rapport and trust with others.
 - Excellent planning and co-ordination skills.
 - Ability to develop and implement new ideas and ways of working.
 - A thirst for continuous improvement.
 - A collaborative team player.
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Benefits of working at Social Investment Scotland

We will ask a lot of successful candidates- but in return working life at SIS offers:

- The privilege, and responsibility, of working for a leading organisation with an ambitious mission.
 - Competitive salary and benefits package
 - Flexible working arrangements
 - A range of formal and informal training and learning opportunities
 - 39 days holidays (including mandatory days for Christmas and New Year)
 - Competitive pension scheme
 - Life insurance
 - Free tea and coffee (when in the Edinburgh office)
 - Tailored and hybrid working locations with options to: work at our Edinburgh-based offices (in line with government restrictions); be home-based; use community or co-working venues – and combinations of all of these.
 - Team social events
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How do I apply?

At SIS we minimise bias in the recruitment process via our partners at Be Applied. Please visit this link to apply by 5pm on Friday 3rd September <https://app.beapplied.com/apply/dgyu7xetkx>