

## Job Description

### The Role

Job Title	<b>Performance and Impact Advisor</b>
Reports To	Programme Manager Delivering Equally Safe
Fund	Delivering Equally Safe (DES)
Location	Office for contractual purposes, flexible working from home in practice
Contracted Hours	35 hours (full time)
Salary and Benefits	£28k - £32k pa (depending on experience) 9.25% employer pension contribution, benefits package, 29 days annual leave plus 8 public holidays

### Role Purpose

The main function of the Performance and Impact Advisor is to support funded charities to effectively deliver and report on funded projects.

As a critical friend you will oversee project payments and monitoring and coordinate additional capacity building support.

You will support Programme or Fund Managers by helping to co-ordinate learning from funded projects, support new Fund development and wider sector development.

The Performance and Impact Advisor will work with a caseload of funded organisations currently funded through the Delivering Equally Safe fund.

### Responsibilities & Key Tasks

Essential elements of the role are to engage effectively with partners and funded projects, acting as a primary point of contact for a case load of funded groups, collate data, write reports, organize portfolio events and coordinate training opportunities.

### Fund Context

Delivering Equally Safe is a funding programme of circa £19 per annum for the third and not-for-profit sector, managed by Inspiring Scotland, on behalf of the Scottish Government. The programme supports delivery of the Scottish Government and COSLA's Equally Safe strategy. <https://www.gov.scot/policies/violence-against-women-and-girls/equally-safe-strategy/>.

The aim of Equally Safe is to work collaboratively with key partners in the public, private and third sectors to prevent and eradicate all forms of violence against women in girls.

112 organisations delivering 122 projects have been funded through Delivering Equally Safe for two years from October 2021. Inspiring Scotland is currently engaged to deliver fund management services via a contract with the Scottish Government.

All funded projects deliver activity against the four priorities of Equally Safe which are:

1. Scottish society embraces equality and mutual respect, and rejects all forms of violence against women and girls
2. Women and girls thrive as equal citizens – socially, culturally, economically and politically

3. Interventions are early and effective, preventing violence and maximizing the safety and wellbeing of women, children and young people
4. Men desist from all forms of violence against women and girls, and perpetrators of such violence receive a robust and effective response

### **Key Tasks**

Regular contact (incl virtual) with funded groups to build strong relationships and trust and develop a deep understanding 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. Work with a cohort of charities on a more intensive basis where required

Co-ordinate grant payments and monitor grant expenditure, reprofiling grants payments where there are un-spent funds

Support delivery of reporting framework as agreed with the Programme Manager and Scottish Government and in accordance with grant terms and conditions

Undertake Health checks with funded organisations and produce development plan for areas identified where support is needed

Co-ordinate in conjunction with the Inspiring Scotland SVN Executive specialist volunteer support for organisations

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;

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

Contribute to the communication plan for the fund and promote the impact and learning of the fund via social media.

Improve charity sustainability by supporting funding applications, evaluation and outcomes, and reporting.

Collate Fund information for internal updates, Board reports and Inspiring Scotland annual report

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.

## Person Specification

The knowledge, skills and experience needed for the role are:

Commitment to Inspiring Scotland's mission, vision and values.

A pro-active, 'confident, professional manner to supporting stakeholders and colleagues

High standards of discretion and integrity.

Ability to use own initiative, work independently and contribute new ideas.

### Experience / Essential

Excellent skills in Microsoft Office in particular Outlook, Teams, Excel, Word, and PowerPoint and ability to use video conferencing software (MS Teams, Zoom)

Excellent interpersonal skills, with the ability to work effectively in a team (both remotely and in person) and with stakeholders and members of the public.

Experience of building effective relationships and working well with a variety of stakeholders

Excellent written and verbal communication skills, including experience of producing high quality reports and papers for internal and external publication developing and delivering communications (reports, and email communications)

Excellent planning and self-organization skills. Able to plan and organize work at operational level to deliver work to agreed timescales and standards.

Able to self-manage and driven to achieve results through others.

### Experience / Desirable

A track record of successful programme management, preferably grant management or financial control

Experience of working with charities and third sector organisation to drive social change.

Experience or knowledge of how poverty and/or trauma impact on people's lives

## Working arrangements

**Please note due to the occupational requirements of this role, the position may only be delivered by women under Schedule 9, part 1 of the Equality Act 2010.**

The required hours a week which can be delivered flexibly. Your role is office based for contractual purposes; however, you may be expected to travel across Scotland to meet with partners and charities, support their work in delivering fund outcomes.

*As at September 2021: 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.*