# Job Description: Fund Support Officer

Inspiring Scotland is looking for a bright and organised individual to join the team and assist us as we support community organisations in rural Scotland to design their own solutions for their local challenges. This role will run from September 2022 – March 2023.

**The Role**

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| **Job Title** | Fund Support Officer (FSO) |
| **Reports To** | Fund Manager |
| **Fund** | Rural Communities |
| **Location** | Office based for contractual purposes. For Inspiring Scotland, flexible working is the norm, and is more than just working from home. As an award-winning family friendly and flexible employer, we aim to promote a good work home life balance for all employees. Some visits to our office in Edinburgh may be required occasionally. |
| **Contracted hours** | 0.4 FTE (14 hours per week). We are happy to consider a range of flexible working including part-time hours, compressed hours, and flexible start and finish times  Start date as soon as possible, contracted till 31st March 2023 |
| **Funding** | This is a Scottish Government Programme which is funded by the Agriculture and Rural Economy Directorate |
| **Salary and benefits**  **How to apply** | £23,000 - £25,000 pa FTE. 9.25% employer pension contribution, benefits package, 29 days annual leave plus 8 days public holiday (pro-rata for part-time hours).  Deadline for applications is 9th September 2022.  We offer a positive and supportive work environment alongside regular training and development opportunities.  We have an active wellbeing programme lead by the staff team as well as a calendar of social events and team building days.  Apply by completing an application form and sending it to [recruitment@inspiringscotland.org.uk](mailto:recruitment@inspiringscotland.org.uk) |
|  | Inspiring Scotland is a family friendly and flexible employer. We aim to ensure a work home life balance for all employees. |

# Fund Context

Inspiring Scotland has been working with the Scottish Government since 2021 to encourage and support community-led organisations in rural and island areas in Scotland to design and deliver projects which contribute positively to local people and local priorities.

Inspiring Scotland supports organisations on a 1:1 basis, through group events, with support from the Specialist Volunteer Network (professional volunteers offering pro bono specialist advice – for example, legal, financial, marketing and development advice) and through the sharing of news, opportunities and connections.

Inspiring Scotland also monitors and evaluates the programme, supporting Scottish Government with current and future decision making around rural community-led local development.

# Role Purpose

The Fund Support Officer will be an integral part of supporting Inspiring Scotland’s Rural Communities portfolio and key to supporting the delivery of support to community organisations across Scotland. You will be pragmatic, ready to learn, highly organised and have a high attention to detail.

You will work closely with the Rural Communities Fund Manager to support communications, event planning, evaluation work and general administration. In this role, you’ll get to know the range of projects the programme is supporting and build an understanding of how we can best support organisations.

The role will in turn support and inform improvements to how we deliver our work and achieve our objectives as fund administrators for the Scottish Government. It will help us to effectively support charities to be the best they can be, and help to ensure we are providing partners, inlcuding the Scottish Government, with important learnings to deliver strategic aims and outcomes.

# Responsibilities & Key Tasks

As a key member of the Rural Communities team, your main tasks will involve:

* Managing queries – you will manage the shared team inbox, responding to emails or directing them to appropriate members of the team as needed.
* Updating databases – you will help keep our records and contact details up to date using Salesforce.
* Application assessment – you will help assess funding applications, reading project proposals and reviewing them against set criteria and supporting guidance.
* Charity Support – you will develop materials to support charities to undertake their projects
* Event co-ordination – you will co-ordinate various virtual and/or in-person meetings and events, ensuring they are accessible and interactive, supporting their technical delivery and collating event evaluation with support from other team members.
* Project Reporting – you will support charities to meet their interim and final reporting deadlines, and help collate information for reporting back to the Scottish Government.
* Communications - you will help us communicate about the impact of the programme, supporting the production of written, visual and social media content, and liaising with Inspiring Scotland’s communications team.

# Person Specification

We are looking for someone who has a positive attitude and is a self-starter. Strong digital and communication skills, and the ability to work as part of a small team are important for this role. The knowledge, skills and experience needed for the role are:

**Essential**

* Passionate belief in the possibility of a society without poverty and an interest in inclusion, and a commitment to Inspiring Scotland’s mission, vision and values.
* Excellent IT skills including the use of Microsoft Excel, Word, Outlook and PowerPoint and video conferencing software (MS Teams, Zoom).
* Excellent planning and self-organization skills. Able to plan and organize work at operational level to deliver work to agreed timescales and standards.
* Strong written and verbal communication skills, including some experience of developing and delivering communications (reports, and email communications)

**Desirable**

* Experience of building effective relationships and working well with a variety of stakeholders
* Experience of working with charities and third sector organisations to drive social change.
* Experience of organising events (virtual and in-person)
* Experience of developing accessible communications
* Experience of living and/or working in a rural community

**About Inspiring Scotland**

Inspiring Scotland is a registered Scottish charity with a mission is to inspire people, communities, organisations and government to work together to drive social change and transform lives. Our vision is that every person in Scotland can enjoy a happy, healthy life free from poverty or disadvantage.

We do this by raising funding from private individuals, trusts and foundations, Scottish Government and local authorities and investing in social funds addressing our strategic themes. These include improving the life chances for children and young people and supporting people who face barriers to inclusion because of discrimination and disadvantage to live flourishing lives.

Our aim is to amplify and strengthen the impact of organisations across civic society by helping them build their strength, resilience and reach. We raise funds with the aim of:

* providing long -term funding
* building organisations’ capabilities through the skilled input of our staff and specialist volunteer network
* understanding and scaling impact through rigorous evaluation and organisational development
* developing and supporting voluntary sector leaders
* using skilled input from local communities and Scotland’s business sectors
* acting as a catalyst for action and change with partners and contributors across all sectors

We currently support over 500 charities across eighteen social-impact funds. In 2021/22 we will manage over £34.5m of investment in charities and not-for-profit organisations. We have 60 full and part-time employees.