

### Foundation Scotland

Our purpose is to support communities to shape their future with the capacity and resources to deliver it. Our ability to combine knowledge, finance and expertise helps people take action, create positive change, and deliver lasting impact in their own communities. We believe for every community to thrive, it should be resourced to match its vision and powered by transformative funding. As Scotland's community foundation, we champion this belief.

Over 400 donors use our services to distribute their money. More than £100 million has been distributed to charitable organisations, social enterprises, and community groups across Scotland through innovative funding programmes and social investment since the Foundation launched in 1996.

Foundation Scotland is one of 47 community foundations in the UK and part of a global network of over 1800 foundations worldwide, each inspiring change in their communities.

### The Communities Team

Foundation Scotland's Communities Team designs and delivers place-based funds linked to specific geographies and where decision making is usually devolved to residents. We bring fund distribution expertise, along with administrative and governance support; the local decision makers bring their deep knowledge of their community and its needs and aspirations.

The team currently stewards a high volume of these types of funds across Scotland on behalf of a wide pool of donors. We cultivate strong relations with communities and donors, test different approaches and practice and share learning to influence practice and policy. Our work has been most concentrated in the renewables sector, where we seek to develop and share best practice and learning about community benefit funds from commercial wind farms.

Our approach takes a long-term view, promotes and harnesses community strengths and supports decision-making processes that are inclusive, accessible, accountable and community-led. As a national team we have staff located across Scotland, recruited for their expertise in facilitation, fund distribution and grant-making, informed by a solid understanding of community development principles.

### The Role

#### Purpose

Reporting to a Community Funds Manager, the postholder will:

- Develop, co-ordinate and deliver a portfolio of community funds, maximising their efficient and effective operation, taking account of client and governance requirements, community context and good practice in community development.
- Facilitate the involvement of local people in delivering effective community funds.
- Establish and develop strong and positive working relationships with donors, local and regional parties/stakeholders to raise the profile of Foundation Scotland and the funds we steward and contribute to identifying and cultivating new business opportunities.

### Working with:

- Colleagues
- Grant Applicants & Grantees
- Volunteer Advisory Panels
- Community Company Boards
- Clients and Donors
- Community Councils
- Third sector agencies
- Elected representatives (Councillors, MSPs)
- Other organisations/ intermediaries providing services and support to communities including local authority staff

## Main Responsibilities

### 1. Community Fund Monitoring, Learning & Impact

- Working with community representatives to ensure the fund strategy reflects local context to deliver the most impact.
- Monitor and review each Fund's annual cycle of activity, ensuring spend is within budget and in line with the Fund's purposes.
- Regularly review feedback from projects, analyse data, and gather learning to produce fund specific impact stories, annual evaluations and research reports, and work with the Communications team to promote these.
- Contribute to the production of blogs, briefings and reports informed by practice and learning from across the Fund portfolio and communities involved and to support Foundation Scotland's wider impact work.
- Build and maintain relationships with stakeholders in the area with potential to enhance fund impact and which might include specialist support agencies, other service providers, local authority personnel and politicians.

### 2. Community Fund Delivery

#### Distribution

- Ensure established community funds are widely accessible and enable the engagement of local people, organisations, and regional stakeholders relevant to the communities they serve, ensuring social media, web and print material reflect local requirements and those of the client and/or fund donor.
- Co-ordinate and undertake grant-making activity with the support of Central Services colleagues,, including working with our customer relationship management system (CRM)..
- Alongside conventional grant programmes, encourage and test the innovative and more strategic distribution of funding where feasible, for example supporting decision making bodies to develop and commission new local services or to run participatory grant making events involving the wider community.
- Provide information and feedback to applicants and signposting to other sources of support
- Assess applications/ project proposals, taking a capacity building approach
- Peer review assessments undertaken by other colleagues and freelance assessors, providing and receiving critical feedback where required. .

### Decision Processes

- Work with community representatives to ensure accountable and fit-for-purpose decision-making processes are set up and implemented for community funds.
- Using Foundation Scotland's CRM, prepare and upload papers for decision making Panels or Boards
- Deliver effective support and facilitation for all decision-making bodies including advice on the charitable nature of awards, good practice in community-led grant-making and what can be funded within the scope of donor agreements.
- Maintain systems for monitoring, documenting and reviewing the work of these bodies. This includes facilitating and recording routine (including award making) meetings and reviews of funds and overseeing the recruitment/replacement and induction of Panel members.
- Where applicable, provide support services to incorporated bodies distributing funds, including governance support and regulatory support.

### 3. Community Fund Design & Reviews

- Contribute to the design of new community funds and re-design of existing funds, working in partnership with relevant stakeholders and clients/donors as required. Activities include scoping, planning and researching, taking into account good practice and relevant standards as well as the local and regional context; identifying local groups to liaise with; ensuring a process of community consultation and engagement; and compiling and distributing suitable reports and other communication materials.
- Undertake or assist with one-off consultancy work relating to community fund development, review or impact analysis as required.

## Shared Responsibilities

### 1. Planning: Team

- Contribute to a range of team activities, including: contributing to team meetings and team discussions, establish team plans, monitor progress against targets, the creation of a range of reports for internal purposes and for external clients, and provide feedback on the team and business plan.

### 2. Evaluation, Impact and Learning

- Contribute to the design and implementation of monitoring and evaluation processes, analysis of data, gathering learning from practice and from policy / sector reviews, the creation of a range of impact and learning reports and the application of learning for different funds and programmes and Foundation operations including, but not exclusively, Community Panels and Boards.

### 3. Professional Development

- Engage in opportunities to develop own skills, experience and knowledge, focussed on the individual role profile and responsibilities, and as agreed with the line manager.
- Engage in any Foundation review of training and professional development.

### 4. Profile

- Where appropriate, raise the profile of the Foundation through delivery of presentations to relevant audiences, attendance at relevant forums and by engagement in relevant networks and with agreed partners.

## Person Specification

### Essential

- A minimum of three years' combined or separate experience in funding, community development or related environments.
- Excellent interpersonal skills in building relationships with public, third and community sector bodies and representatives.
- Expertise in facilitation of community representatives, forums and/or decision-making groups, focused on building consensus and/or development and delivery of local plans.
- Ability to navigate complex stakeholder relationships in a community setting.
- Commitment to advancing diversity, equality and inclusion.
- Experience of working with voluntary committees & boards, either as a member or in a support role.
- Practical experience in applying for or distributing funds (such as conventional grant-making, participatory grant-making, commissioning) including aspects of aims, criteria, promotional / sourcing plans, assessment and decision processes, and monitoring.
- Technical understanding of charitable due diligence and good governance of community and voluntary organisations including community companies.
- Strong reading, numeracy and analytical skills, and the ability to process complex information quickly and accurately.
- Strong written skills, applied particularly in report formats and short research projects.
- Capable in the use of standard Microsoft Office applications: Outlook, Word, PowerPoint and Excel.
- Ability to work independently, to take initiative and adopt a problem-solving approach, and to give/receive critical feedback.
- Strong organisational skills with excellent attention to detail.
- Enthusiasm, flexibility and the ability to cope well under pressure.
- Eligibility to work in the UK.
- Current UK driving licence and willingness to travel distances.

### Desirable

- Degree level qualification in relevant field.
- Experience of using client relationship management databases.