

Introduction to the Short Breaks Fund

This fund provides grants to third sector organisations that support unpaid carers to take a break from their caring role. The fund aims to increase the range and availability of short breaks across Scotland, allowing more carers to take the right break at the right time.

Shared Care Scotland operates the Short Breaks Fund on behalf of the National Carers Organisations and the Scottish Government. The Scottish Government currently funds the Short Breaks Fund on a rolling annual basis.

The fund has two programmes which require independent assessment of funding applications:

- **Creative Breaks**
To develop and deliver short breaks projects for carers of adults (aged 21 years and over), young carers (caring for children or adults), and those that they care for

- **Better Breaks**
To develop and deliver short breaks projects and services for children and young people with disabilities (aged 20 and under), and their carers (adult carers and/or young carers).

Role of Independent Assessor

The Independent Assessor will review applications and associated materials and make an informed and objective analysis of the information provided and assess how well the application meets funding guidelines.

Assessors will make a funding recommendation which will be reviewed by an independent grant advisory panel who make the final decision.

Assessors are expected to demonstrate fairness and impartiality at all stages in the assessment process, and to ensure that their final recommendation is based solely on an appraisal of the information available. Assessors should behave in a friendly and professional manner, observe confidentiality, and communicate regularly with the Short Breaks Fund team.

Assessors are required to adhere to the Short Breaks Fund conflict of interest procedure and complete a declaration of interest before each round of assessments. Assessors must also sign a sub-contractor's agreement and provide proof of their self-employment status.

Activities will include:

- Taking part in training twice a year (ranging from 2-5 hours)
- Gaining a thorough knowledge of our guidelines and intended outcomes for the fund
- Undertaking desk research (1-1.5 hours per assessment)
- Working to strict assessment deadlines
- Communicating with the Short Breaks Fund team
- Organising and undertaking an assessment telephone call (max 45 minutes per assessment)
- Supporting applicants to provide further information as required
- Assessing the strengths and weaknesses of the application
- Providing analytical, objective and clearly written assessment reports (2.5 hours per assessment)
- Making recommendations on applications, noting any changes to budgets arising during the assessment

Please note our usual assessment windows are from June - July and December - January. You will need have availability to contact applicants, undertake an assessment phone call and complete your assessments during these periods. Each assessment should take no longer than 4 hours to complete. Assessors will be expected to undertake at least 8 assessments per round.

You will need to be available for in person training in Dunfermline on May 10th 09:30-13:30.

Assessor Profile

Assessors will bring a range of experiences and perspectives to the assessment process. Experience in grant assessment is desirable but not essential. We are looking for applicants who bring:

- An understanding of the need for carers to have a break from caring – either through lived experience, or in a professional setting

- A commitment to ensuring that those carers most in need can access a break
- Knowledge of the third sector in Scotland and its role in supporting carers
- Excellent analytical, written and verbal communication skills
- An ability to hold structured conversations which lead to further insight and understanding
- An ability to work independently, but within an agreed framework
- An ability to write clear and concise reports
- An ability to take on feedback

We are looking for a diverse pool of assessors, who will bring an array of their unique experiences to the decision-making process.

What the Short Breaks Fund can offer

You will receive training and will gain experience of grant making. You will get the opportunity to interact with existing assessors and a wide range of third sector organisations, supporting carers across Scotland.

The Short Breaks Fund team will be available to provide ongoing assistance and guidance, particularly during the first rounds of assessing.

Assessors will be paid £85 per assessment and £100 for attendance at the initial, mandatory training. Future training sessions will be paid at £50. Assessors will need to be registered for their own tax and national insurance and have access to a telephone and computer.

How to Apply

To apply please email a cover letter no longer than one A4 page, stating how you meet the assessor profile and a copy of your CV to ailbhe.hendry@sharedcarescotland.com

If you have any queries about the role, please [email](#)

The deadline for applications is Thursday 23rd March.