

## JOB DESCRIPTION

**JOB TITLE:** Employability Grants Manager

**REPORTING TO:** Deputy Chief Executive

**RESPONSIBLE FOR:** This is a new and exciting role within CVO East Ayrshire which is initially funded for one year. The Employability Grants Manager will work across the organisation with a remit to support the management of employability funding on behalf of the East Ayrshire Local Employability Partnership in addition to being a source of support for the sector locally.

CVO East Ayrshire acts as a conduit for the distribution of employability grants to the sector in East Ayrshire and ensures this is done fairly and efficiently while taking the opportunity to demonstrate the value and impact of the Sector as a delivery mechanism.

The post will be responsible for working with stakeholders, designing, managing and co-ordinating the implementation of funding processes. You will also have primary responsibility for drafting reports and performance updates for the CVO East Ayrshire Executive Team and the East Ayrshire Local Employability Partnership.

The Employability Grants Manager will be responsible for managing and coordinating the day-to-day administration of a small grants programme including monitoring and evaluating to support the objectives of the Local Employability Partnership and meeting community needs.

**HOURS OF WORK:** 35 per week

**LOCATION OF POST:** Kilmarnock, however there will be a requirement to work in other areas of East Ayrshire.

**SALARY:** £30,000 per annum

**CLOSING DATE:** Tuesday 3<sup>RD</sup> October 2023

Organisation	CVO East Ayrshire Ltd
Location	East Ayrshire
Job Description	<p>The post holder will have excellent leadership and management skills. They will have the knowledge, skills and experience to build strong third sector relationships that can deliver a high-quality employability service. They will be motivated and committed to our values, vision, and mission. They will have excellent communication skills, with the ability to deal with people from diverse backgrounds and be able to build relationships with third sector staff and stakeholders. We expect them to have strong administrative skills and be highly organised, with the ability to manage a large volume of different funds and programmes. They will be able to plan and manage their time effectively and prioritise their workload and work under pressure. We expect them to have strong IT skills and be competent in using MS Office and databases. We also expect that you will identify improvements and efficiencies to help us improve third sector employability services.</p> <p><b>Main Responsibilities</b></p> <p>The responsibilities of the Employability Grants Manager will include:</p> <p>Leading and developing strong third sector employability teams where individuals are working to clear outcomes which are in line with the vision, mission and values of the local</p>

employability partnership and CVO East Ayrshire.

Overseeing the distribution of third sector grants, monitoring their performance and ensuring they meet goals and outcomes.

Co-ordinate the day-to-day operations of the grant funds, programmes, processes, and budgets. In particular:

- Reviewing the grant process and implementing improvements to ensure effectiveness and efficiency,.
- Identify and develop, innovative and creative grant making opportunities, particularly to ensure more effective engagement with grantees.
- Managing the day-to-day administration of the grant programmes including scheduling fund opening and closing dates, overseeing financial monitoring, and monitoring/evaluation processes for these funds
- Ensuring the database is up to date and working effectively to support grant-making; Coordinating and overseeing the assessment of grant applications.
- Attending EALEP meetings, ensuring papers are issued in advance, and presenting relevant information at the LEP meetings.

### **Third Sector Employability Support and Engagement**

Developing and maintaining good relationships with awarded projects in order to provide an excellent, quality service.

Act as the conduit with the third sector, providing excellent communication to ensure continued investment in the local community through the Local Employability Partnership.

Overseeing and ensuring high quality relationships for which the Grants and outcomes .

Identifying and supporting events which showcase third sector work and impact and encouraging donors and funders to invest.

Develop reports on the impact of projects in receipt of grants allocated under the wide variety of Funds and Programmes administered by CVO East Ayrshire.

Ensure that funds and programmes meet targets and objectives and returns and reports are submitted accurately and on time.

Identify policy issues arising from applications and delivery of grants.

Being informed about the community and voluntary sector and relevant policy issues and how these impacts upon the sector

Identifying opportunities for personal development and learning.

Liaising with CVO EA's communications team on funds and projects of interest. Leading on the delivery of grant information events and funding fairs, third sector forum and conferences, where appropriate.

Undertake administrative tasks, maintain effective recording systems and respond to queries.

Work to model CVO East Ayrshire vision, values and social objects within all areas of work

	<p>Attend line management supervision, staff meetings and team events.</p> <p>Be prepared to undertake relevant training to improve competence and confidence in performing the role.</p> <p>Occasionally carry out additional duties in conjunction with CVO East Ayrshires charitable objectives</p>	
Person Specification	<b>Essential</b>	<b>Desirable</b>
Qualifications	Educated to degree level or have relevant professional experience	
Knowledge and Experience	<p>Knowledge and experience of working with people who are experiencing complex social and emotional circumstances.</p> <p>Proven and highly effective interpersonal and communication skills.</p> <p>Knowledge and experience of grant funding.</p>	<p>Knowledge and experience of working within Third Sector and with volunteer involving organisations.</p> <p>Strong understanding of the challenges faced by people living in areas of deprivation in relation to living well.</p>
Skills and attributes	<p>A solution-focused approach with non-discriminatory values.</p> <p>Excellent networking and information management skills. IT skills in word processing, spreadsheets, email, internet and social media.</p> <p>Ability to work effectively as part of team and on own initiative, be proactive and work collaboratively with a wide range of people and local organisations.</p> <p>Excellent written communication skills –</p> <p>Ability to communicate confidently and professionally over email and phone and develop good working relationships with colleagues and funders.</p> <p>Meticulous attention to detail</p> <p>Excellent organisational and time management skills with the ability to prioritise work and meet tight deadlines.</p> <p>Flexibility to adapt to changing priorities, work independently, identify tasks and manage own workload.</p> <p>Good numeracy skills</p>	<p>Experience in writing persuasive and compelling fundraising applications is desirable.</p> <p>Driving Licence</p>