

Job Description

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| Job Title | Fund Programme Co-ordinator |
| Line Manager | Lead Officer, Funding and Fund Management. |
| Location | Dumfries or Stranraer, with hybrid working and travel. |
| Working Hours | 17.5 hours per week – Fixed term for 12 months initially, subject to funding. |
| Salary | £23,500 fte. |

Our Organisation

As the Third Sector Interface for Dumfries and Galloway, Third Sector Dumfries & Galloway (TSDG) works with the sector, partners and communities to address key local priorities, build capacity and maximise investment in our region. As part of the national network of Third Sector Interfaces across Scotland, our joint manifesto sets out commitments to enhancing and developing the role of the third sector as a key partner; a focus on place, community and locality; volunteering and the strengths of local people & communities; a fairer and wellbeing-focussed economy.

Some of our services include:

* Helping third sector organisations start, develop and grow.
* Encouraging and involving volunteers.
* Finding suitable funding.
* Creating and delivering sustainable business plans.
* Identifying the best way to manage people and money.
* Building leadership and development capacity.
* Connecting the sector with Community Planning and other local & regional Partnerships.

Job Purpose

The purpose of the Fund Programme Co-ordinator is to support the delivery of funds which are administered by TSDG, specifically the Dumfries and Galloway Social Enterprise Grant Programe funded by the UK Government through the UK Shared Prosperity Fund.

Main Responsibilities

Be responsible for the day-to-day administration of the Dumfries and Galloway Social Enterprise Grant Programme in Dumfries and Galloway as directed by the Lead Officer, Funding and Fund Management. This includes:

* Supporting the Lead for Funding and Fund Management to develop and deliver specific funding programmes.
* Supporting the Economic Development and Enterprise team within TSDG to develop the Social Enterprise Grant Programme.
* Maintaining online and manual application processes.
* Liaising with applicants to ensure they are adequately supported with regard to the application processes.
* Monitoring and managing the fund mailbox, linking with other members of the Funding and Fund Management Team as appropriate.
* Providing the Fund Management Team and other members of the TSDG team with regular updates on status of projects.
* Recommending improvements to any aspect of process.
* Sending out communications as required by communications plans for individual funds.
* Maintaining the records of successful and unsuccessful applications.
* Developing and delivering the monitoring and evaluation pathway for specific funding programmes.
* Supporting projects to adhere to monitoring and evaluation pathways.
* Gathering monitoring information from successful applicants as required to inform the monitoring and evaluation activities required by Funders.
* Communicating with successful applicants to gather information for case studies for reports and promotion of the fund, as required.
* Supporting the Economic Development and Enterprise team to fulfil reporting requirements to DG Council on SPF funded activities relating to the Social Enterprise Grant Programme
* Providing secretariat support to the Social Enterprise Steering Group as required, including setting up meetings, sending out papers, taking notes etc.
* By identifying professional networks, ensure that TSDG fund administration reflects best practice and is continuously improving
* Using lessons learned from administering the portfolio, contribute to the continuous improvement of TSDG activities.

Excellence and continuous improvement

* Represent TSDG in a professional, knowledgable way to build confidence in us.
* Provide regular feedback and input to review opportunities to maximise our impact, learning and responsiveness.
* Support colleagues across TSDG to deliver on our outcomes and contribute to effective team working to make TSDG a great place to work.
* Be accountable, transparent and inclusive to play your part in our organisation, demonstrating a commitment to improvement.

**Person Specification**

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|  | Essential | Desirable |
| Skills, Knowledge & Experience  |  |  |
| Able to gather, collate and manage large quantities of information using spreadsheets and databases. | x  |  |
| Experience of fund administration. |  | x |
| Good personal interaction skills. | x |  |
| Ability to create and develop a network of stakeholders. | x |  |
| Plan and manage workload. | x |  |
| Ability to capture and analyse information. | x |  |
| Broad knowledge and understanding of the third sector. | x |  |
| Ability to work as part of a team, share knowledge and benefit from experience of others. | x |  |
| Ability to use the Microsoft Office package, including using email, creating documents and spreadsheets. | x |  |
| Take a pro-active approach to problem solving. | x |  |
| Commitment to equal opportunities. | x |  |

“This project is funded by the UK Government through the UK Shared Prosperity Fund.