



Job title: Short Breaks Fund Manager

Maternity Cover: up to twelve months

Part time: 28 hours per week

(we can offer flexibility to increase the number of hours per week)

Salary: £31,751.54 (FTE £39,689.42)

Base: Shared Care Scotland offices, Dunfermline. Hybrid working applies and a copy of our Hybrid (Remote) Working Policy is available on request.

Responsible to: Head of Operations

Job purpose:

The overall purpose of this post is to manage the operation and continuing development of the third sector Short Breaks Fund (SBF) programme, ensuring it is operated to the highest standards, achieves our strategic outcomes, and delivers the best possible outcomes for carers and cared-for people.

Key result areas:

- Achieve the Short Breaks Fund's purpose and outcomes through effective strategic leadership of the SBF grants programme and its continuing development.
- Effectively manage the SBF grant-making operations, including the timely and accurate management of plans, budgets, financial systems, project and programme monitoring and evaluation.
- Deliver targeted capacity building support to SBF grant holders to strengthen and maintain their capabilities to deliver flexible, outcome-focused short breaks.
- Increase the impact of the SBF through widespread sharing (and scaling) of learning from grants programmes across our networks, including to policy makers, commissioners, and short breaks providers.
- Work collaboratively and proactively with colleagues to optimise the resources available by seeking ways to achieve greater synergy between



our grants programmes, and with the wider work of Shared Care Scotland.

Key tasks and responsibilities:

The key tasks and responsibilities of the SBF Manager are:

Grants management and administration

- Prepare an annual SBF work plan and budget, and regularly review performance against outcomes, targets, and budgets providing regular activity and financial reports for the relevant management and governance committees.
- Manage the SBF grant operations throughout the grant-making cycle, and any strategic initiatives, ensuring best use is made of available resources.
- Oversee and maintain our cohort of independent grants assessors and grants panellists. This includes recruiting new, suitably qualified members and providing ongoing training and support as required.
- Work with the Communications team to plan and deliver a communications strategy that markets the SBF programmes to third sector organisations that deliver or could deliver short breaks. The aim is to secure a diverse range of applications for each programme.
- With the SBF Grants Officers, lead the development and implementation of support programmes for our grantholders and prospective applicants. These activities will include application workshops, one-to-one support calls, project visits and the identification and prioritisation of organisations that require additional help.
- Using our suite of digital platforms take forward plans to streamline and automate grants administration processes for stakeholders and Grants Officers.

Evidence gathering, learning & sharing

- Jointly with the Grants Officers, develop and implement monitoring and evaluation processes for the SBF grant programmes to track and measure outcomes and impact, contributing to a robust evidence base.
- Jointly with the Grants Officers, collate and analyse the SBF programme evaluations and produce end of grant reports.
- Collaborate with the Learning and Practice Development Officer to plan and commission a programme of learning and sharing activities that



help build the capacity and capability of grant holders, promotes the learning gained, and enhances the impact of their work.

- In co-ordination with the Grants Officers, and with support from the Communications team, promote the evidence and learning emerging from our programmes through our social media channels, events, published information, and by other appropriate means.

Influencing

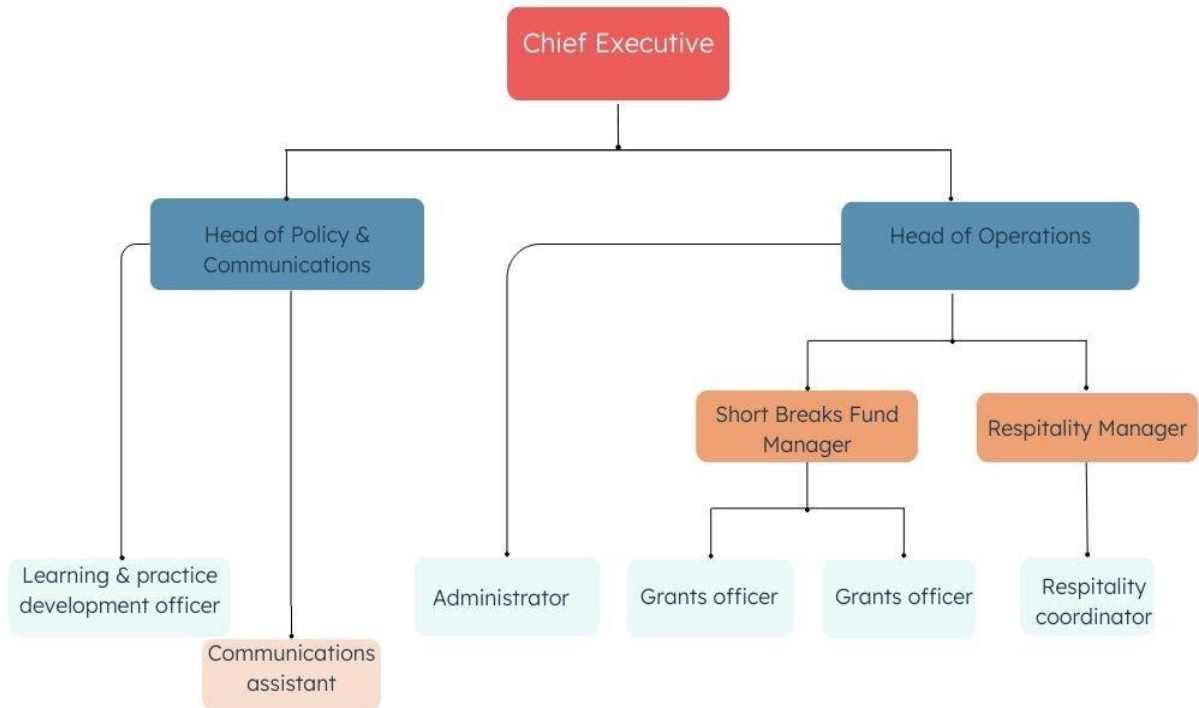
- Represent the Short Breaks Fund and Shared Care Scotland on relevant networks to exchange knowledge and experience, and benchmark practice.
- Attend relevant conferences, meetings and speak at events on behalf of the Short Breaks Fund and Shared Care Scotland.
- Jointly with the Grants Officers, develop and commission research and action learning to improve our knowledge and understanding of short breaks provision, taking account of any emerging themes from our grants programmes.
- Actively stay up to date with legislative and policy developments affecting carers, particularly where these are relevant to the on-going development of the SBF programme.
- Jointly with the Grants Officers, and with support from the relevant governance committees, use learning to develop our grant making to encourage and enable more creativity and innovation in third sector short breaks provision.
- Contribute to the continuing operational and strategic development of Shared Care Scotland.

This job description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder may be required to undertake other duties and responsibilities commensurate with the grade.



Key contacts:

Internal



External

Grantholders

SBF applicants

Time to Live partners

External funding professionals

Scottish Govt.

Take a Break Scotland



Person specification:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Educated to degree level or equivalent through experience	<input checked="" type="checkbox"/>	
EXPERIENCE		
Experience and proven track record in delivery and achievement in grant management, including developing and implementing grant assessment systems, and monitoring and evaluating funded projects	<input checked="" type="checkbox"/>	
Able to work across different stakeholder groups to create proactive working relationships	<input checked="" type="checkbox"/>	
Experience of preparing, monitoring and reporting on budgets	<input checked="" type="checkbox"/>	
Proven experience in line management, including leading, motivating and developing a team, and demonstrated ability to plan and manage performance.	<input checked="" type="checkbox"/>	
SKILLS		
Excellent communication, presentation and interpersonal skills	<input checked="" type="checkbox"/>	
High level of analytical skills with an ability to understand and interpret research information	<input checked="" type="checkbox"/>	
Organisational and planning skills to manage own time to meet deadlines and objectives	<input checked="" type="checkbox"/>	
Excellent written skills with experience of writing reports for different audiences	<input checked="" type="checkbox"/>	



Strong IT skills including knowledge of Microsoft Office applications, databases, spreadsheets and web technologies Experience of CRM platforms such as Dynamics365	<input checked="" type="checkbox"/>	
KNOWLEDGE		
Familiarity with working in the third sector, particularly with organisations involved in delivering short breaks or similar services	<input checked="" type="checkbox"/>	
Understanding of the social care landscape and current challenges faced by unpaid carers		<input checked="" type="checkbox"/>
Awareness of evolving policies and trends impacting social care and public health in Scotland		<input checked="" type="checkbox"/>
Understanding of issues related to living with a disability and managing a long-term condition		<input checked="" type="checkbox"/>
PERSONAL QUALITIES		
Enthusiastic, proactive and passionate approach to work	<input checked="" type="checkbox"/>	
Innovative thinking with a focus on continuous improvement	<input checked="" type="checkbox"/>	
Able to work on own initiative with minimal supervision and to self-motivate	<input checked="" type="checkbox"/>	
Able to work effectively within a team and offer a hands-on approach	<input checked="" type="checkbox"/>	
A creative and flexible approach to managing tasks and problem solving		<input checked="" type="checkbox"/>
OTHER REQUIREMENTS		
Willingness to travel as required for meetings and other events	<input checked="" type="checkbox"/>	



Flexibility in work hours to accommodate varying schedules of our stakeholders		<input checked="" type="checkbox"/>
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