

## Performance and Impact Advisor

### The role

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| <b>Job title</b>             | Performance and Impact Advisor  |
| <b>Reports to</b>            | Fund Manager  |
| <b>Fund</b>                  | Autism and learning disability  |
| <b>Location</b>              | <p>Office based with home working and flexible working options.</p> <p>Our office is Suite 2, 14 New Mart Road, Edinburgh EH14 1RL. We also have access to desk space at Robertson House in Bath Street, Glasgow.</p>   |
| <b>Contracted hours</b>      | 35 hours per week. Fixed term until 31 March 2025.  |
| <b>Flexible working</b>      | As an award-winning family friendly and flexible employer, we aim to promote a good work/ life balance for all employees. All our employees have the right to request flexible working.   |
| <b>Salary &amp; benefits</b> | <p>£28,000 - £32,000 per annum, dependent on experience.</p> <p>9.25% employer pension contribution (salary sacrifice scheme available).</p> <p>Full private medical insurance with option to include family members.</p> <p>4 x salary Death in Service cover.</p> <p>29 days annual leave plus 8 days public holiday.</p> <p>We offer a positive and supportive work environment alongside regular training and development opportunities.</p> <p>Inspiring Scotland is equal opportunities employer and as a committed participant in the Disability Confident Scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the role.</p> |



## Fund context

Inspiring Scotland works in strategic partnership with the Scottish Government. This team manages the Autistic Adult Support Fund and the Inspiring Inclusion Fund as well as supporting leadership work with the Scottish Government team.

The Autistic Adult Support Fund aims to help formally diagnosed and self-diagnosed autistic adults, as well as their families and carers, to understand what neurodivergence means for them, navigate their diagnosis, and improve their wellbeing. The Inspiring Inclusion Fund supports charities and social enterprises from the learning disabilities sector to improve their resilience and sustainability so they can deliver on key aspects of national learning disability policy and strategy including the Towards Transformation Plan.

The leadership work supports a participation and engagement framework called the Leadership Framework which involves autistic people and people with learning disabilities playing an active role in policy development.

Programme delivery in 2024-25 includes:

- **Supporting learning disability and autism charities:** Strengthen funded organisations by supporting, developing and connecting people, informing and influencing, encouraging new ideas and maximising value through efficient use of funds. This work includes support for learning disability charities and charities supporting autistic adults.
- **The Leadership Framework:** This work is at a testing stage and resources developed will be promoted and rolled out over the course of this year.

We strive to add value to our fund management, and all staff are expected to be curious, are confident to ask questions, and be proactive in their learning.

## Key relationships for the Performance and Impact Advisor

**External** – autism and learning disability funded charities throughout Scotland, Scottish Government policy colleagues. The role will require communications for and with autistic people as we work with and seek feedback from autistic volunteers.

**Internal** – the team Fund Managers, Inspiring Scotland administration, IT and communications teams.

## Role purpose and key tasks

The Performance and Impact Advisor will deliver several functions to support day-to-day delivery of these funds. This role reports to the Autistic Adult Support Fund Manager, who manages the team's work across the Scottish Government, Inspiring Scotland and third parties.

You will also work closely with the Learning Disability Fund Manager and with a Fund Support Officer to make sure the learning disability and autism programmes are consistent and mutually reinforcing.

You will support the Fund Managers by helping to co-ordinate learning from funded projects, support new fund development and wider sector development.

The role will be varied and respond to the changing needs of the funds.

Key tasks include:

- Drafting, designing and preparation of portfolio communications and updates through different accessible mediums including email, website and social media, and portfolio meetings.
- Support the testing of new training and information resources with health practitioners that have been co-produced with autistic people and people with learning disabilities.
- Managing and coordinating the participation of autistic volunteers to this work.
- Developing and participating in any portfolio events and contributing to fund and sector development research, and any other support tools developed.
- Gathering and analysing progress reports, data, feedback, and other monitoring information. This also includes supporting the production of fund reports for external and internal audiences.
- Developing relationships across the portfolio of funded organisations. This includes support for funded groups to effectively monitor and report on their impact, initiating Inspiring Scotland Specialist Volunteer Network support, training, and other support where appropriate, facilitating peer support opportunities across the portfolio.
- Administration of fund related information and reports via the Inspiring Scotland Customer Relationship Management system (Salesforce).
- Collation and recording information on the team's added value and the difference this makes, to input to learning and reporting on our work and any business case or fund proposals.
- Contribution to wider Inspiring Scotland strategy delivery and continuous improvement.

The team is small, and you will be instrumental in supporting new developments, be flexible and can shape and influence. You can also support other Inspiring Scotland fund teams as appropriate.

### **Qualifications – preferable**

Educated to Scottish Credit & Qualifications Framework (SCQF) level 9 or equivalent relevant professional qualification and experience.

### **Personal attributes essential for this role**

- Commitment to Inspiring Scotland's mission, vision, and values.
- An interest in using your skills to support charities on the front line of improving the life chances of people in Scotland.
- Understanding of the impact that being autistic or having learning disabilities has on life opportunities and outcomes.
- An ability and confidence to ask questions, take initiative and problem solve will be important as is a self-starter approach.
- Ability to work collaboratively in a small team, working alongside others with a focus on continual improvement.

## Essential skills and experience

- Excellent organisational, administration and project management skills.
- Excellent written and verbal communication skills including experience of producing high quality accessible reports and papers for internal and external audiences.
- Ability to build effective relationships and work well with a variety of stakeholders.
- Experience of reviewing, processing, and analysing information to maximise the value of data.
- Experience of using databases, and ability to use data to track progress and performance.
- IT skills including the use of Zoom, and Microsoft 365 including Teams, SharePoint, Excel, Word, Outlook, and PowerPoint.
- Numeracy and budget management skills with high attention to detail.
- Ability to plan and organise work at operational levels to deliver tasks to agreed timescales and standards, with regular re-prioritisation.

## Desirable skills and experience

- A track record of successful programme delivery.
- Understanding of the third sector in Scotland including regulatory frameworks, key national bodies and networks, the issues and challenges the third sector face.
- Awareness of the relevant national action plans and strategies that relate to learning disability and autism.

## About Inspiring Scotland

Inspiring Scotland is a registered Scottish charity and one of the world's largest venture philanthropy organisations. In 2022-23 we funded and supported over 700 charities across 17 social impact funds releasing £42m of investment in charities and not-for-profit organisations. We currently have 51 full and part-time employees.

We have an active wellbeing programme led by the staff team as well as a calendar of social events and team building days. We have an active Equity, Diversity and Inclusion group delivering to an action plan.

We are passionate about addressing inequality and improving the lives of people living in Scotland's most vulnerable communities. We are a collaborative, supportive organisation and place high emphasis on team working and sharing best practice and learnings both internally and externally. We view our staff as ambassadors for the organisation and all staff are expected to demonstrate high standards in all aspects of their work. We are a flexible employer and offer an excellent benefits package. We have won or been nominated for Family Friendly Awards three times.