

Role Description

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| Division: | Community Services |
| Department: | About Dementia |
| Location: | Edinburgh (Causewayside House) and home working (blended working) |
| Geographical focus: | Scotland-wide |
| Contractual status: | Fixed term through to 31st March 2025, with possible extension subject to funding |
| Hours: | 35 hours per week |
| Line Manager: | Grants & Learning Manager |
| Direct Reports: | None |
| Salary: | £26,633 – £28,980 pa (depending on experience) |

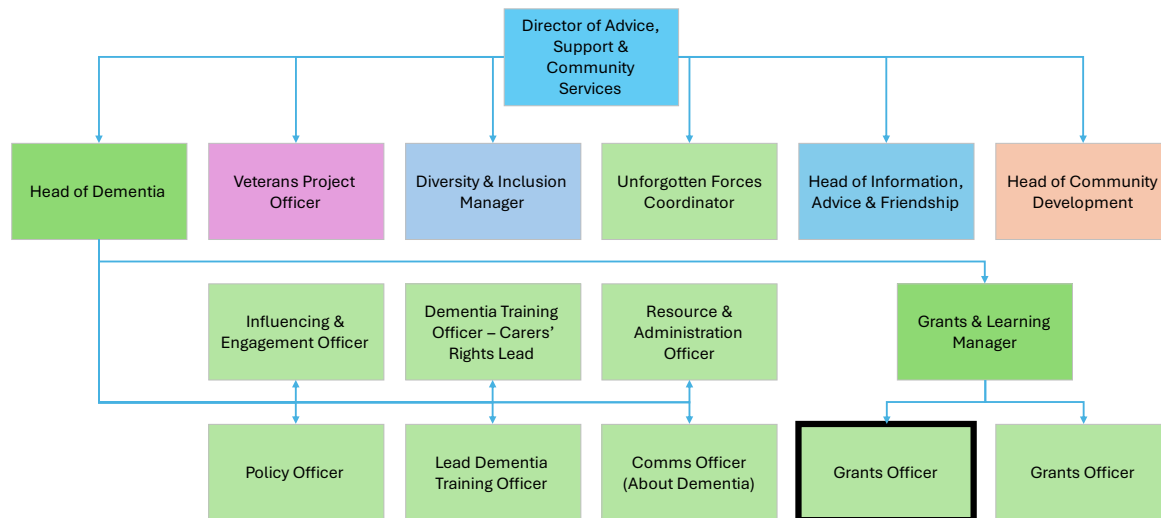
Job Purpose

Our people are central to our success in delivering services for older people in Scotland. We pride ourselves on having a positive working environment and culture.

As Grants Officer for About Dementia, you will support the Grants and Learning Manager and fellow Grants Officer in running a community grants programme to help people living with dementia and unpaid carers across Scotland. This grants programme places the voices of lived experience of dementia at the forefront through our lived experience panel members, and this should be reflected through all your work. The duties of the role include:

- Working with the Grants and Learning Manager colleagues to oversee the administration and distribution of a community grants programme
- Supporting community groups to apply to the programme
- Enabling lived experience panel members to have their voices and experiences heard throughout the grant-making process.
- Working with the Communications team to ensure as wide a reach as possible around Scotland.
- Represent About Dementia and promote our work at conferences, events, and meetings.
- Support evidence-gathering to measure impact and capture learning
- Assisting in monitoring and evaluating grant recipients.
- Any other ad hoc duties as required.

Living our values, you will approach the role with integrity, while involving, inspiring and empowering our teams, so that together we can create better outcomes for older people in Scotland.



What you'll do

- Work with the Grant and Learning colleagues and our lived experience panel members to review, launch, and publicise the grants programme.
- Assist with funding enquiries and support community groups to apply to the programme.
- Oversee the administration and management of all funding decisions.
- Ensure all grant activity and applicant data is recorded and fit for purpose.
- Support the inclusion of people living with dementia and unpaid carers in assessment panels and other grantmaking activity, enabling them to play a substantive role in decision making.
- Build relationships with applicants and grantholders and support them to get the best out of the grant funding received.
- Work with Grants and Learning colleagues to monitor grant budget allocation and project outcomes.
- Work closely with the Communications Officer to ensure that funding opportunities and award announcements are publicised and all promotional materials are accessible.
- Represent About Dementia and promote our work at conferences, events, and meetings.
- Support the Grants and Learning colleagues to capture evidence and learning gained through the grants programme.
- Contribute to the production of learning reports and publications and support information exchange.

What you'll bring

Grants Officer

Knowledge & Experience:

Essential

- Experience of working in a grant funding and/or community development environment.
- Experience of working with people from marginalised or underrepresented groups, and commitment to enabling and empowering change.
- Experience of working within budget and closely monitoring spend.

Desirable

- Experience of working to empower people living with dementia and unpaid carers.
- Experience of maintaining and updating databases.
- Experience of conducting evaluations and appreciation of policy development and influencing.

Skills & Qualities:

Essential

- Excellent administrative skills and a high level of attention to detail.
- Willingness to listen to and engage with people living with dementia and unpaid carers to inform the work.
- Detail oriented with experience of developing and implementing new processes and commitment to accurate record keeping.
- Strong communications skills and ability to adapt to a diverse range of audiences.
- Ability to convey complex information in a transparent and accessible manner.
- Well-developed interpersonal skills, commitment to supporting a diversity of voices and perspectives and an ability to build consensus within these.

Additional requirements

- The role requires occasional travel in Scotland and the wider-UK, involving possible overnight stays.
- Willingness to work from the Edinburgh office when required (NB, travel costs from home to the office will not be reimbursed by Age Scotland).
- A suitable home working space with a good broadband connection.
- Commitment to the aims and vision of Age Scotland and an ability to demonstrate our values (Empowering, Inspiring, Inclusive and Integrity) in your work.
- Commitment to equal opportunities.
- Commitment to work alongside and support volunteers.
- Employees are expected undertake any and all other reasonable and related tasks allocated by their line manager.
- Employees enrolled in Multi-Factor Authentication (MFA or 2FA) will be expected to install and maintain an app on either their personal or work mobile device.