

## Job Description

<b>Job Title</b>	Compliance and Development Coordinator
<b>Location</b>	Office in Glasgow (with blended working)
<b>Reports to</b>	Head of Operations & Development
<b>Hours of Work</b>	35 Hours Weekly
<b>Salary Band</b>	£26,000 p.a.
<p><b>Impact Funding Partners</b></p> <p>Since 1982, Impact Funding Partners (IFP) has been a champion of social justice across Scotland and beyond, regarded as a leader in our field of fund management, capacity building and consultancy, in close collaboration with partners across the third, public and private sectors. We've developed a range of services that our agile team deliver with a single-minded focus on maximizing the positive impact of funds targeted to address Scotland's social justice and environmental priorities.</p> <p>We are recruiting a Compliance and Development Coordinator to help deliver our vision of a fairer future for people and communities across the UK and beyond.</p>	
<p><b>IFP Team</b></p> <p>As a key member of our agile team, you will be accountable for high quality support in the delivery of our fund management and consultancy services, and to provide support to the business support service as required. You will work closely with the whole operational team, and other external stakeholders and must be a confident and skilled communicator.</p> <p>Your data management, administration, planning and organisational skills must be equally strong and you must have an eye for detail. You will be confident and proficient in the use of social media, supporting the team with relevant posts to demonstrate our impact and build our profile.</p> <p>You will be creative and innovative in your approach. You will be focused on enabling continuous improvement and better ways of working and will have a keen interest on social justice policy and drivers for change, interpreting the external &amp; internal environments, local context, and the impact on our activities.</p>	
<p><b>Your Role</b></p> <p>This is a new post and is integral to our strategic and operational plan. You will work closely with the Development Officers and Compliance Officer ensuring best-in-class project delivery in fund management and consultancy services. You will also provide support to the Business Services Manager, providing administrative support where required.</p>	

This new role offers an exciting opportunity to learn about the third sector, fund management and social impact evaluation by supporting functions across the organisation.

You will be responsible for providing support to our fund management processes and consultancy work, supporting the Compliance Officer and Development Officers, across a portfolio of work, and building positive relationships internally and externally. The key to the role is effectively multitasking and using strong administrative and organisational skills, combined with the ability to build effective relationships.

Full training will be provided on our Customer Relationship Management (CRM) system to assist with developing online forms and reports, checking information provided on forms and reports and supporting applicants and grantholders. The role will also include organising events and managing a varied workload on a day-to-day basis with appropriate planning, training and prioritisation.

You will provide administrative support to the Business Services Manager, full training will be provided which will include finance, HR and other administrative tasks.

This is a key, front-facing role and you will ensure a professional service is delivered to all our stakeholders including grant applicants, funded projects, our associates, our funders/commissioners and suppliers.

### **Your Experience**

Whatever your career path to date, you will have demonstrable qualities which will allow you to undertake the assistant role and will be required to evidence these throughout the recruitment process. These will include:

- A broad understanding of the third sector across the UK and the diverse range of organisations which form this.
- An awareness and interest in the social policy and social justice landscape in the UK.
- Ability to demonstrate strong data management, planning, organisational and administration skills.
- A confident communicator, able to build strong relationships with applicants, grantholders, and other stakeholders.
- Ability to prioritise administrative duties, in an environment with multiple and conflicting demands.
- Ability to deal with sensitive information with discretion and to maintain confidentiality.
- Desire for continuous improvement and focus on more agile ways of working.

- Exceptional interpersonal skills including the ability to ensure effective communication with a wide range of contacts.

### **Role Core Competencies**

The essential core competencies for the successful delivery of this role include, but are not limited to:

#### **Operational team support:**

- Administration of SharePoint sites and access.
- Support to develop and launch funds.
- Respond to enquiries.
- Support the assessment of funding applications, and the decision and awards process.
- Support the feedback and reporting process.
- Develop a strong working knowledge of the CRM system and other systems to support the compliance function. This will include running payments schedules, developing online forms, setting up reports and statements of expenditure.
- Support the delivery of our consultancy contracts.
- Organise meetings, events, training and catering.
- Plan and develop social media content.

#### **Business admin support**

- Finance - Support the Head of Operations and Development and Business Services Manager with reconciliation of restricted grant funds for quarterly management accounts and annual audit. Provide cover as required to set up bank payments and new funded projects details for online banking.
- HR – assist with recruitment processes, assist with policies after reviewed by HR and Business Services Manager.
- Other administrative support as required at busy times and to cover absence.
- Up to one and a half days weekly support to the Business Services Manager.

#### **Personal accountability**

- Ownership of delegated aspects of technical fund management and consultancy contracts.
- Ensure IFP's commitment to continuous improvement in respect of best value and sound business practices.
- Keep informed of relevant local, national, and international social policy influences, research and development and share internally.
- Act as an ambassador for IFP and uphold the vision, mission, and values of the organisation at all times.

- The rise of the social media age means that every member of the organisation needs to embrace communications and be able to write content for a variety of channels.

**Note:** IFP is a growing and dynamic organisation, and as such this job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.