



Job title: Short Breaks Fund Grants Officer (Creative Breaks)

Full time: 35 hours per week

Salary: £33,830.19

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

Reports to: Short Breaks Fund Manager

Job purpose:

The Creative Breaks programme administered by Shared Care Scotland on behalf of the Scottish Government provides 12 month grants to third sector organisations to develop and deliver short breaks projects and services for carers of adults (aged 21 years and over), and young carers (caring for children or adults), and the people that they care for.

The post works within the Short Breaks Fund (SBF) team to provide operational support for the effective delivery of our Creative Breaks grants programme. As well as maintaining the systems and processes for the Creative Breaks programme, the grants officer will contribute to the development of the overall SBF programme, ensuring it is operated to the highest standards, achieves its strategic goals, integrates well with the Shared Care Scotland team, and delivers the best possible outcomes for carers and cared-for people.

Key result areas:

- Develop and implement the effective and efficient administration of the Creative Breaks programme and contribute to the administration of the wider SBF grants programmes.
- Provide effective and efficient administrative support to the SBF manager, external assessors, and the Grants Allocation Panel (GAP) members to assist them to effectively complete their tasks.
- Provide guidance and support to Creative Breaks grantholders, at all stages of the funding cycle, resulting in positive feedback from participants regarding their capacity and/or confidence in delivering short breaks projects.

- Adhere to Shared Care Scotland's financial protocols and maintain accurate financial records of all grant payments, ensuring that Creative Breaks projects receive funding in a timely manner.
- Work with the Policy and Communications team to contribute to the delivery of effective, targeted communications and engagement support that measurably increases awareness of the SBF grant programmes, sustains a strong pipeline of applications, and helps disseminate learning.
- Working collaboratively with Shared Care Scotland colleagues, maintain effective communications both within the organisation and externally.
- All Shared Care Scotland staff are expected to be enthusiastic, authentic ambassadors for the organisation and to engage positively with our stakeholders providing a high quality of customer service.

Key tasks and responsibilities:

The key tasks and responsibilities of the SBF grants officer (Creative Breaks) are:

Grants management and administration

- Working with the other SBF grants officers (Time to Live and Better Breaks) act as the first point of contact for general SBF enquiries.
- Together with the other SBF grants officers, oversee and maintain the SBF grants management systems and contribute to the development of new systems and processes in collaboration with colleagues.
- Oversee the launch of the Creative Breaks programme, including setting up workshops, organising venues (including online), and preparing all workshop materials for distribution.
- Support the SBF manager to identify, recruit, train and retain an effective group of assessors and grants allocation panel (GAP) members.
- Complete initial checking of Creative Breaks applications, preparing these for pre-assessment and distribution to external assessors.
- Collate and distribute completed assessment papers to GAP members and co-ordinate arrangements for GAP meetings, including venue bookings, and joining instructions. These meetings may be either in person or online.
- Ensure the smooth-running of the GAP meeting, and that all decisions, funding outcomes and feedback are recorded accurately.
- Ensure successful and unsuccessful applicants are advised of the GAP decision and awards are paid out timeously.



- Manage effective record keeping of funded projects, including project progress and expenditure through mid and end of year reporting.
- Work with the SBF manager to build and sustain positive relationships with funded organisations including undertaking on-site visits to funded projects and other stakeholders.
- Provide additional scrutiny and support to projects that require case management, as identified at the mid-grant report and/or end of grant report stage and/or as directed by the SBF manager.

Evidence gathering, learning, and sharing

- Together with the SBF manager and the other grants officers, support and contribute to the ongoing development and implementation of the SBF, including promotional activities to increase awareness of the Fund.
- Contribute to the implementation and ongoing development of the SBF Evaluation Framework which captures the impact of funded projects.
- Be proactive in sharing evidence and learning from funded projects and stakeholders through reports and presentations.
- Assist the SBF manager to develop and commission a programme of learning and knowledge exchange events and activities to promote good practice.
- With the SBF Manager, work with the Policy and Communications team to 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 SBF and Shared Care Scotland at appropriate events and meetings.
- Support the SBF manager to develop and commission research and action learning to improve our knowledge and understanding of short breaks provision, taking account of any emerging themes from the Creative Breaks grant programme.
- 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.
- Perform other related duties as directed by the SBF manager and Shared Care Scotland leadership team.

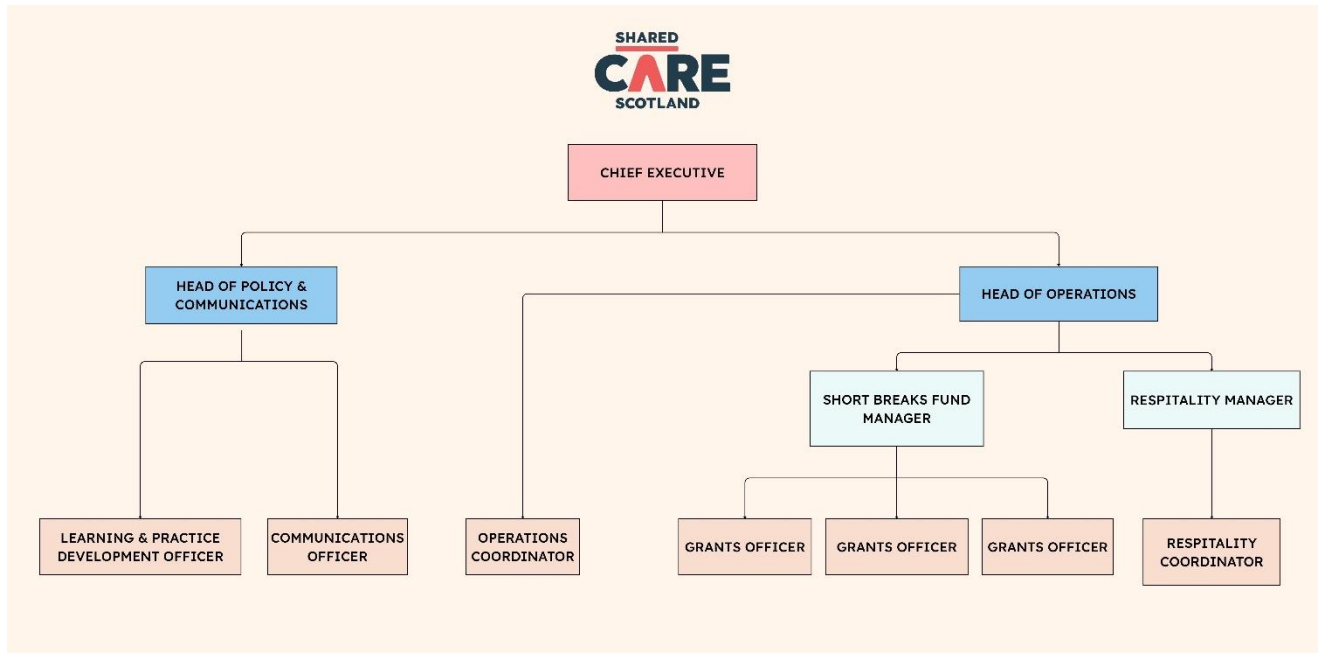
This job description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive, and the job holder may be



required to undertake other duties and responsibilities commensurate with the grade.

Key contacts:

Internal



External

- Applicants to the Short Breaks Fund
- Short Breaks Fund grant holders
- Grants Allocation Panel members
- Independent Assessors
- Scottish Government representatives
- Relevant funders groups and organisations



Person specification:

Essential attributes and skills	Essential	Desirable
Educated to degree level or equivalent through experience	<input checked="" type="checkbox"/>	
Enthusiastic, proactive, and passionate approach to work	<input checked="" type="checkbox"/>	
Ability to work across different stakeholder groups to create and maintain strong working relationships	<input checked="" type="checkbox"/>	
Demonstrable communication, presentation, and interpersonal skills	<input checked="" type="checkbox"/>	
Ability to plan and prioritise work in a systematic manner to manage own time to meet deadlines and objectives	<input checked="" type="checkbox"/>	
Self-motivated and positive with the ability to work independently	<input checked="" type="checkbox"/>	
High level of analytical skills with an ability to understand and interpret information	<input checked="" type="checkbox"/>	
Demonstrable written skills with experience of writing reports for different audiences	<input checked="" type="checkbox"/>	
Keen attention to detail and accuracy	<input checked="" type="checkbox"/>	
Proficient IT skills including experience of using Microsoft Office/MS 365 (Outlook, Word, Excel, Teams), using social media platforms and knowledge of CRM/data management tools	<input checked="" type="checkbox"/>	
High level of financial analytical skills with ability to understand and interpret organisational budgets and financial accounts	<input checked="" type="checkbox"/>	
Experience or knowledge of monitoring, evaluation and learning approaches	<input checked="" type="checkbox"/>	
Ability to work collaboratively within a team and offer a hands-on approach	<input checked="" type="checkbox"/>	



Creative approach to managing tasks and problem solving	<input checked="" type="checkbox"/>	
An understanding of issues related to unpaid caring, living with a disability or long-term health condition	<input checked="" type="checkbox"/>	
Commitment to, and passion for, the purpose, aims and values of Shared Care Scotland	<input checked="" type="checkbox"/>	
Experience of grant management, including developing and implementing grant assessment systems, and monitoring and evaluating funded projects		<input checked="" type="checkbox"/>
Knowledge of current policy and practice relating to disabled children and young people, and unpaid caring		<input checked="" type="checkbox"/>
Experience or knowledge of the third sector/voluntary sector		<input checked="" type="checkbox"/>

