

Borders
Community Action

THIRD SECTOR FUNDING AND PARTNERSHIPS MANAGER

RECRUITMENT PACK

**CLOSING DATE:
25 JULY 2025**



Borders
Community Action

www.borderstsi.org.uk

Borders Third Sector Interface Ltd,
trading as Borders Community
Action.

Hello,



Thank you for your interest in joining Borders Community Action.

As the Chief Officer of Borders Community Action, I extend a warm invitation to you to be part of our inspiring journey towards positive and lasting change in our communities.

Borders Community Action's vision is to create thriving, resilient and inclusive communities where everyone can achieve their full potential. We believe in the transformative power of collective action and the potential that lies within the wider third sector. By joining our team, you'll have the opportunity to make a real difference in communities, working hand-in-hand with dedicated colleagues and passionate volunteers.

Together, we strive to empower the third sector in the Scottish Borders to create positive change by providing leadership, sharing knowledge and promoting collaboration. Our work is not just a job; it's a calling — a chance to leave a meaningful legacy that echoes through generations.

In this recruitment pack, you'll find detailed information about the role you could play in our vibrant team, the impactful projects you could lead, and the rewarding experiences that await you. Borders Community Action is committed to supporting your growth, providing a nurturing environment and celebrating your achievements.

Discover a fulfilling journey, a purpose-driven career and a community that believes in your potential.

Come, be a catalyst for change with us at Borders Community Action.

Warm regards,

Juliana Amaral
Chief Executive Officer

A handwritten signature in black ink, which appears to read 'Juliana Amaral'. The signature is stylized and fluid, with a large initial 'J' and 'A'.

About Borders Community Action

Borders Community Action, launched is the Third Sector Interface (TSI) for the Scottish Borders.

We work to promote and develop a vibrant local third sector.

We are a one-stop point for the third sector and work with charities, social enterprises, community groups and volunteering.

We offer the following services:

- Building capacity: help setting up a new organisation, funding bids, training, drafting a constitution or other governing document and developing volunteering capacity.
- Intelligence: this is our know-how, which makes us a one-stop-shop you can tap into. We are the one place for volunteers, funding opportunities, support new and existing projects, policies as well keeping you informed about the latest developments relevant to the third sector in the Scottish Borders.
- Voice: we take this rich data/intelligence and make sure it is heard by budget holders and policy makers to inform their funding and policy decisions.
- Connection: we bring together relevant activists and organisations to learn, share and collaborate.

What is a Third Sector Interface (TSI)?

Third sector interfaces (TSIs) provide a single point of access for support and advice for the third sector within local areas. There is a TSI in each local authority area in Scotland. TSIs have an outcome framework that they have to work within, but how that is done is very much based on identified local need and priorities for the Third Sector in each area.

What is the Third Sector?

The third sector, which includes charities, social enterprises and voluntary groups, delivers essential services, helps to improve people's wellbeing and contributes to economic growth. It plays a vital role in supporting communities at a local level.



Our vision, mission and values



To create thriving, resilient and inclusive communities where everyone can achieve their full potential



To empower the third sector in the Scottish Borders to create positive change in communities by providing leadership, sharing knowledge and promoting collaboration.



'Bold' – We are bold in how we represent the third sector and the communities we serve.

'Trust' – We are open and honest.

'Wise' – We share our knowledge and nurture the knowledge and skills in others.

'Inclusion' – We embrace diversity in our communities and use its strength to create positive change.



Our Strategic Objectives



Support and develop volunteers, Third Sector Organisations and social enterprises via a responsive range of services, including training, information, advice and access to resources



Be a catalyst for community empowerment, enabling a culture of collaboration that maximises the influence and impact of the third sector across communities



Amplify the voice of volunteers and Third Sector Organisations representing their collective needs locally, regionally and nationally



Be an exemplar Third Sector Organisation with its members at its heart

About the Role

Third Sector Funding and Partnerships Development Manager

Number of Hours:	28 Hrs per week
Salary:	£ 30,900 FTE (pro rata £26,473)
Contract Type:	Temporary for 10 months but with the possibility for extension pending funding allocation.
Accountability of post:	The post holder will be line managed by and accountable to the Chief Executive Officer
Location of the post:	Scottish Borders, Hybrid Working – Main office on Tuesdays and Wednesdays , home and across the community

About the role

The Third Sector Funding and Partnerships Development Manager will be responsible for managing all funds being distributed by BCA and connecting with third sector organisations to build capacity across the sector by coordinating and aligning investment initiatives that strengthen third sector infrastructure and partnerships across the Scottish Borders.

The role is critical to building collaborative funding models, developing investment plans and unlocking resources to empower communities in delivering local social, environmental and economic outcomes.

If you thrive in a fast-paced environment, enjoy working with numbers, and take pride in keeping things organised, we'd love to hear from you.

What we offer

- 36 leave days inclusive of public holidays (Pro rata)
- Flexible working
- 2 volunteering days in the year
- CLD Standards Council Membership
- Opportunity for professional development and growth
- A friendly and supportive work environment
- The chance to contribute to community developments
- Pension scheme with a total contribution of 8% on qualifying earnings



About You

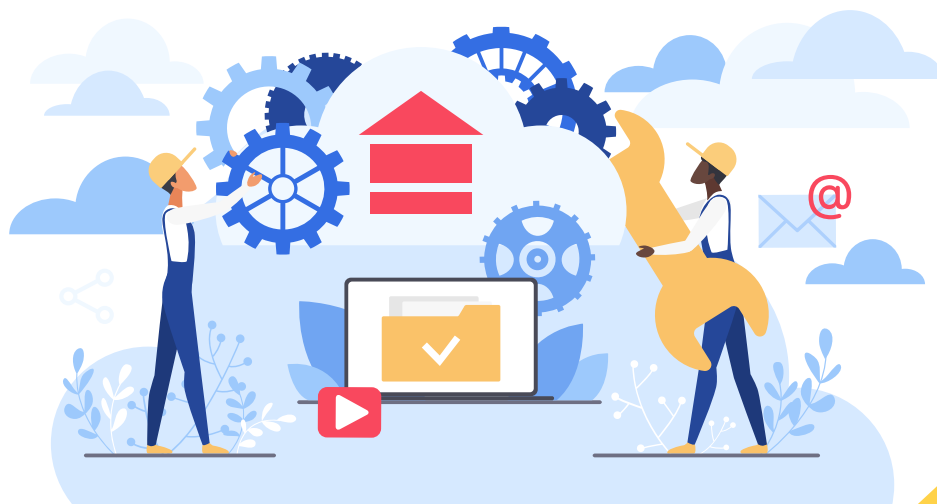
Third Sector Funding and Partnerships Development Manager

Key responsibilities

- Lead on managing and administering BCA's funding streams.
- Provide support to third sector organisations throughout the funding process—from initial enquiry through to award and monitoring.
- Coordinate internal systems and ensure accurate record-keeping through CRM tools.
- Liaise with funders and work in partnership with third sector and statutory stakeholders to:
 - Build capacity for joint funding applications
 - Develop shared investment plans aligned to the Scottish Borders Community Plan 2023–2033
 - Build and support local consortia and collaborative models that promote funding access and reduce competitive duplication.
- Facilitate joint bids, identify new funding sources and track relevant opportunities.
- Organise and host funding and partnership events, including thematic working groups, to gather local insights and align sector strategies.
- Contribute to regional intelligence, including supporting a shared knowledge hub and enabling peer-to-peer and digital collaboration.
- Promote Community Wealth Building by supporting the use of local resources, suppliers and contractors.
- Align funding support with broader regional goals, including community empowerment, employability, skills development, wellbeing and climate action.

General:

- Adhere to BCA's policies and procedures
- Uphold the values of BCA
- Work alongside colleagues, supporting a culture of collaboration
- Carry out other duties as may be reasonably assigned from time to time
- This Job Description is non-contractual and subject to change as the needs of the organisation change.



About You

Third Sector Funding and Partnerships Development Manager

EXPERIENCE

Essential

- Experience in administering grants and managing funding distribution processes.
- Proficient in using CRM systems or other platforms for data management and record-keeping.
- Strong understanding of Scotland's third sector and community development landscape.
- Demonstrated ability to develop and coordinate partnerships, consortia, and collaborative models.
- Knowledge of place-based investment models, sustainability, and Community Wealth Building principles.
- Excellent facilitation and interpersonal skills, with the ability to engage a wide range of stakeholders.
- Strong organisational and time management skills, with the ability to manage multiple priorities independently.

Desirable

- Experience working on governance, grant-making, or sustainability-focused infrastructure projects.
- Familiarity with digital collaboration tools and experience supporting data sharing and collective learning.

SKILLS

Essential

- Excellent written and verbal communication skills for funding applications, stakeholder engagement and partnership-building.
- Strong facilitation and negotiation skills to support collaboration and shared investment planning.
- Ability to manage multiple projects, deadlines, and relationships simultaneously with minimal supervision.
- Strong organisational and problem-solving skills.
- Confidence and adaptability in leading meetings, presenting and convening cross-sector working groups.

About You

Third Sector Funding and Partnerships Development Manager

SKILLS

Desirable

- Experience in writing successful funding bids with or on behalf of partnerships.
- Ability to design and deliver workshops or networking events.
- Skills in using digital collaboration tools such as Microsoft Teams, Miro, or Slack for remote working and shared planning.

EDUCATION & KNOWLEDGE

Essential

- Relevant degree or equivalent experience in a field such as Community Development, Economic Development, Public Policy, Social Enterprise, or related disciplines.
- Good understanding of Scotland's third sector and its role in local and regional development.
- Working knowledge of grant-making processes, monitoring and evaluation and funder compliance.
- Awareness of Community Wealth Building principles and place-based investment.

Desirable

- Training or certifications related to community development, project management, public policy or relevant experience.
- Understanding of the funding landscape in Scotland, particularly with regard to local authority, government and independent funders.

OTHER

Essential

- Ability to work with minimum supervision to a high standard
- Driver with access to own transport and Business Insurance
- Ability to be flexible and respond to business need
- Commitment to diversity, equality and anti-discriminatory practice

Desirable

- Confident and self-motivated
- Flexible, "can-do approach"
- Patient and approachable

How to Apply

Third Sector Funding and Partnerships Development Manager

We invite applicants to complete the job application form by demonstrating how their skills, knowledge and abilities align with the role.

We encourage you to reflect on any challenges faced and the key lessons learned. This is your opportunity to showcase your impact and suitability for the role, so be sure to highlight your contributions and successes in previous positions.

Key dates in the process:

Application deadline: 5 pm on Friday, 25 July 2025

Interviews are currently scheduled for the afternoon on **Wednesday, 06 August**. Interviews will be in person at the main office at Drygrange, Melrose.

If you have any questions or would like to discuss your application:

Questions are perfectly normal and especially if you want to understand how flexible the role can be. Please call the office 0300 124 7522 and ask for Fiona Benton or John Evans, alternatively email:

recruitment@borderscommunityaction.org.uk

Completing and Submitting your application: Applications and the can be obtained online via the Recruitment page on our website or at <https://borderstsi.org.uk/recruitment/>

Applications should be sent to recruitment@borderscommunityaction.org.uk with the subject line 'Application for employment'

Good!
Luck!