

## Job Description

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| <b>Job Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Development Officer (Bairns' Hoose) |
| <b>Location</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Glasgow (with blended working)      |
| <b>Reports to</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Head of Operations and Development  |
| <b>Hours of Work</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 35 Hours Weekly                     |
| <b>Salary Band</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | £33,120 pa                          |
| <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 Development Officer to help deliver our vision of a fairer future for people and communities across the UK and beyond.</p>                                                                                                                                                                                                                                                                                                                        |                                     |
| <p><b>IFP Development Team</b></p> <p>As a key member of our agile team, you will be accountable for high quality delivery of our fund management services. You will work closely with the whole operational team, funded organisations and other external stakeholders and must be a confident and skilled communicator.</p> <p>Your project management skills and your ability to analyse information and reach logical conclusions will be equally strong, along with your ability to summarise and present information in written reports for a range of audiences. You will be confident and proficient in the use of social media 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 be politically astute and have the ability to understand and interpret the external &amp; internal environments, local context, and the impact on our business activities.</p> |                                     |
| <p><b>Your Role</b></p> <p>The Development Officer post is integral to our strategic and operational plan. You will work closely with the other Development Officers and Compliance Officer, ensuring best in class project delivery in fund management and consultancy services.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                     |

You will be responsible for implementing our fund management processes, managing a portfolio of projects, providing development support to, and building positive relationships with, projects across different funds.

You will use your analytical and critical thinking skills to undertake grant assessments and to review project reports, ensuring that we reflect and learn, make good decisions, create new ideas and understand the difference our grants have made and what communities across the UK and beyond need in tackling social justice priorities. You will be required to produce written reports and deliver presentations for a range of audiences

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 and our funders/commissioners.

### **Your Experience**

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

- An understanding of the Equality Act 2010 and the protected characteristics it provides for.
- A strong understanding of the third sector across the UK and the diverse range of organisations which form this.
- An understanding of the social policy and social justice landscape in Scotland and an insight into the landscape across the UK. In particular, an awareness and understanding of the Scottish Government Equality Outcomes, the Programme for Government and manifesto commitments.
- Ability to demonstrate strong critical thinking, research and analysis skills and be a confident networker.
- A confident communicator, both verbally and in writing, with creativity and flair to produce engaging copy in range of formats. You'll be able to translate complex information into plain English that everyone can understand.
- An effective facilitator with an adaptable toolkit of techniques to engage a variety of audiences.
- An understanding of co-production.
- An understanding of trauma informed practice.
- An understanding of multi-agency working.

### **Role Core Competencies**

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

### **Fund Development and Management**

- Develop and launch funds, working as an integral part of the operational team to deliver best in class fund management services.
- Lead on the planning of a programme of capacity building (learning and development) support for funded partnerships.
- Assess funding applications and make recommendations.
- Provide development and capacity building support to funded projects and develop strong relationships within your portfolio.
- Monitor progress of funded projects, manage risk and develop or contribute to fund evaluations.

### **Communication**

- Develop promotional materials for funds.
- Develop case studies.
- Write reports based on all our services for internal and external audiences.
- Develop and publish website and social media content.
- Communicate effectively with a wide range of stakeholders in a variety of settings including on a one-to-one basis, workshops, networking events, presentations and training.

### **Personal Accountability**

- Ownership of delegated aspects of technical fund management and consultancy contracts, ensuring adequate resource planning.
- Ensure IFP's commitment to continuous improvement in respect of best value and sector leading fund management and consultancy services.
- 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.