



21st December 2018

FUNDING OFFICER

Thank you for your interest in the post of Funding Officer with The Robertson Trust.

Attached is the job specification and a summary of the role's remuneration and benefits. If you wish to find out more about The Robertson Trust, please visit our website www.therobertsontrust.org.uk.

If you wish to apply for the role please submit your CV plus a covering letter by email to recruitment@therobertsontrust.org.uk with the subject Funding Officer Application.

The closing date for applications is Monday 21st January 2019 at 5pm.

Yours sincerely

Kenneth Ferguson
Director

JOB SPECIFICATION

TITLE:	Funding Officer
FUNCTIONAL AREA:	Giving Team
LOCATION:	Robertson House, Glasgow
REPORTING TO:	Funding Manager

MAIN DUTIES/RESPONSIBILITIES

Job Purpose

As a member of the Robertson Trust's Giving Team you will contribute to the assessment of applications received through the Trust's Open Awards Programme. You will work as part of a small team whose key purpose is to:

- Maximise the impact of the Trust's funding by ensuring that we are supporting projects and activities which are closely aligned to the Trust's funding themes
- Support potential applicants to the Trust to ensure that access to our funding is available to all groups
- Ensure applications to the Trust are assessed appropriately and consistently, in line with agreed procedures
- Present funding recommendations and additional information for consideration by the Trust's Giving Committee.
- Maintain effective and productive working relationships with our funded organisation.

The team also carries out project work which may be process related or thematic based. These are designed to maximise the effectiveness of how we work and to broaden our knowledge of the sector in which we operate.

Key responsibilities

The Giving Team has responsibility for approximately £15M of the Trust's expenditure each year. Its main function is to carry out the assessment of applications and provide the appropriate levels monitoring of our grantholders. You will take responsibility for a range of activities, working effectively alongside your team colleagues in each of these areas:

Support

- Attend outreach events and deliver presentations/workshops on behalf of the Giving Team at venues across Scotland.
- Provide ad hoc support to potential applicants by telephone or email.
- Signpost applicants and grant holders to the appropriate specialist provider to help with issues around reporting and evaluation.
- Work with intermediaries such as the Third Sector Interface network to help improve organisational capacity.
- Assist with the wider functions of the Giving Team as required, including cross-team working.
- Manage and support grant holders with any significant issues during their period of funding.
- Respond to enquires made to the Giving Team from potential applicants and grant holders.
- Actively contribute and participate in team meetings.

Assessment

- Review incoming requests and manage an individual caseload of applications across all grant programmes (Major Capital, Main, Small, Continuation and Enterprise).
- Carry out a range of on and off-site meetings to ensure that applications are assessed in line with agreed procedures
- Ensure recommendations are fully prepared and written up within agreed deadlines for review by Head of Giving / Funding Manager for consideration at decision making meetings.
- Contribute to the Team's preparation of papers for the Giving Committee, for review by the Head of Giving and Funding Manager(s).

Grant Monitoring

- Carry out desk-based and off-site grant monitoring meetings to identify areas where our funded organisations may need additional support.
- Review grant monitoring paperwork and reports received. Input data from these on Salesforce for internal reporting purposes.
- Authorise payments following a satisfactory review of reports received.
- Highlight areas of interest which may contribute to the Trust's knowledge and learning as a grant maker.

Person Specification

Skills, Knowledge and behaviours

- A strong knowledge of the third sector, funding landscape and current challenges.
- Understanding of good governance and the ability to provide solutions to risks and issues.
- Ability to make good judgements and manage risk.
- Critical reading, review and analysis skills.
- Inquisitive and has attention to detail.
- Understanding of outcomes, activities and how organisations demonstrate impact.
- Strong team working skills.
- Ability to converse with a wide range of audiences.
- Experience of presenting and/or group facilitation.
- A clear communicator with strong listening skills and the ability to communicate complex issues and ideas in an accessible and engaging way.
- Strong writing skills.
- Competence and proficiency with IT.
- Ability to manage a varied workload and competing demands.
- Ability to influence and negotiate using a range of strategies to convince others.

Additional Requirements

- A full, clean Driving Licence is essential
- Regular travel and occasional overnight stays across Scotland will be required

FUNDING OFFICER: Remuneration and Benefits

- Salary:** The salary is £32,400 p.a. There is an annual increment, based on performance as well as a COLA based on inflation. This post is a Grade 3 which has 5 bands starting at £32,400 with top of scale at £37,200 p.a.
- Pension:** Employee contribution 0%, Employer contribution 10% or
Employee contribution 7%, Employer contribution 14%
- Holidays:** 35 days per annum
- Death-in-Service** 4x salary, or 8x salary if paying 7% employee pension contributions
- Private Health Insurance:** BUPA cover at single person level
- Charitable support:** Double match employee charitable fundraising