

JOB DESCRIPTION

Job Title:	Funding Manager
Salary:	£37,554 - £42,719
Hours:	35 hours/week
Notice Period:	Three months
Based:	Glasgow (City Centre) with some travel in Scotland, including some overnight stays
Reports to:	Director (t.b.c.)
Direct Reports:	Senior Funding Officer Funding Officer

Job Purpose

The main purpose of this role is to support high quality funding management processes and awards, while maintaining effective and supportive relationships with Trust Awardees.

You will also work as part of the wider Trust team to ensure that funding management is well integrated with evaluation and influencing work.

Although you will work with the Care Experienced Young People programme in the first instance, you may be required to work across both programmes (Care Experienced Young People and Dementia) at a later stage in the Trust's life. The Life Changes Trust is a time-limited organisation established from April 2013 until March 2023.

Key Responsibilities and Accountabilities

- Work with Trust staff and the CEO to maintain and manage high quality Trust funding policies and procedures.
- Manage the Care Experienced Young People programme's funding staff.
- Ensure that funding applications to the Care Experienced Young People Programme are well supported so that the Trust receives high quality applications.

- Manage assessment of funding applications for the Care Experienced Young People Programme (and, where appropriate, People Affected by Dementia Programme) in line with agreed procedures.
- Carry out due diligence checks in relation to successful funding applicants.
- Draft clear and accurate Award Letters and ensure they are issued and returned in good time.
- Prepare reports with recommendations on funding applications for consideration by the Care Experienced Young People Committee and the Board, as appropriate.
- Manage funding awards for the Care Experienced Young People Programme, once agreed, ensuring effective communication with and support for funding recipients.
- Liaise with Care Experienced Young People Programme Awardees to ensure that monitoring and evaluation reports are submitted as required.
- Ensure funding data for the Care Experienced Young People Programme is recorded accurately and effectively on the Trust's funding management system.
- Prepare monitoring and evaluation reports as required, and in liaison with other Trust staff, for consideration by the Programme Director, CEO and Trustees.
- Work with Communications staff to ensure that information, for example on the Trust's web pages, is kept up to date and accurately reflects the progress of Awardees.
- Undertake any other duties as required from time to time.

PERSON SPECIFICATION

Education and Experience: Essential

- Educated to degree level in a relevant field.
- At least five years' relevant work experience.
- Significant experience of high quality funding administration (primarily grants).
- Experience of working effectively with a diverse range of stakeholders.
- Experience of working in, or with, the voluntary and statutory sectors.
- Significant experience of managing people effectively.

Key Competencies and Skills: Essential

- Ability to support delivery of programme goals in line with the Trust's mission and values.
- Beneficiary/customer focused with a willingness to acquire knowledge of the issues facing care experienced young people and people affected by dementia.
- Reflective and analytical skills, with the ability to absorb and summarise information quickly, including the ability to analyse and assess funding applications in line with agreed criteria and procedures.
- An understanding of finance and resource issues, value for money and cost-effectiveness and ability to apply this to funding proposals.
- Risk management skills.
- Creativity, a positive 'can do' attitude and ability to anticipate problems and proactively suggest/find solutions.
- An openness to new ways of working.
- An ability to build good working relationships with a wide variety of people.
- Excellent organisational, planning and time management skills, including ability to prioritise and manage work load to meet deadlines.
- Systematic attention to detail and accuracy.
- Proficient computer literacy, including the ability to use MS office.
- Good oral and written communication skills.
- Ability to pursue professional excellence, learning and continuous improvement.

Other Skills and Competencies: Essential

- An understanding of and commitment to equal opportunities, non-discrimination and accessibility.
- Ability to protect the health and safety of self and colleagues.

Competencies and Skills: Desirable

- Experience of working with Salesforce and SharePoint.
- Understanding of self-evaluation methods.