

JOB DESCRIPTION

Job Title:	Senior Funding Officer
Salary:	£31,204 - £35,664 per annum
Hours:	35 hours/week
Notice Period:	Three months
Based:	Glasgow (City Centre) with occasional travel in Scotland
Reports to:	Funding Manager
Direct Reports:	None

Please note that the Life Changes Trust is a time-limited organisation that will close in March 2023.

Job Purpose

To support the development of high quality Trust funding management processes and arrangements, and to support funding management within the Trust.

Key Responsibilities and Accountabilities

- To work with colleagues to administer high quality Trust funding policies and procedures.
- To support funding applicants to submit high quality applications, responding to enquiries where necessary.
- To ensure funding data is recorded accurately and effectively on the Trust's Sharepoint system.
- To assist with assessment of funding applications in line with agreed criteria and procedures.
- To prepare reports with recommendations on funding applications for consideration by Directors, CEO and Trustees as necessary.
- To manage funding awards once agreed, ensuring effective communication with and support for funding recipients.
- To liaise with Awardees to ensure that monitoring and self-evaluation reports are submitted as required.
- To work with Communications staff to support effective promotion and communication about funded projects and their impact.

- To be fully engaged with all forms of communication used by funded projects, including social media, to track their external communications.
- To complete work in a timely manner, meeting deadlines and planning work in a way that takes account of personal work objectives and those of the wider Trust team.
- To undertake any other duties as required by line manager.

PERSON SPECIFICATION

Education and Experience: Essential

- Educated to degree level in a relevant field.
- At least five years' relevant work experience.
- Significant experience in the management of high quality funding administration (e.g. grants and/or social investment loans).
- Experience of working effectively with diverse stakeholders.

Education and Experience: Desirable

- Experience of working in, or with, the voluntary sector.

Key Competencies and Skills: Essential

- Ability to support delivery of programme goals in line with Trust mission and values.
- Beneficiary/customer focused with a willingness to acquire knowledge of the issues facing care experienced young people/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 the Trust's 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.
- Creativity, a positive "can-do" attitude and ability to anticipate problems and proactively suggest/find solutions.
- 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.
- Good people and relationship management and team working skills.
- Ability to pursue professional excellence, learning and continuous improvement.

Other Skills and Competencies: Essential

- Flexibility and ability to adjust to change.
- 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

- Understanding of evaluation methods.
- Risk management skills.