

Job Title: Grants Officer

Reports To: Head of Funding Development

Overall Job Purpose

Grow restricted and unrestricted grant funding income from a range of sources, including the statutory sector, charitable trusts and foundations across Scotland and the UK.

Responsible for co-ordination and delivery of a grant funding portfolio for Scottish Refugee Council, you will identify, research and optimise grant funding opportunities, developing high-quality applications with partners and colleagues across organisation, and provide excellent account management.

You will be part of the Funding Development team, but will collaborate closely with colleagues and volunteers across organisation.

This role is line managed by the Head of Funding Development.

Key responsibilities

- Contribute to the implementation of the organisational grant funding portfolio, meeting agreed financial and key performance targets.
- Develop and implement a rolling programme of applications for restricted and unrestricted grant funding to small/medium sized trusts.
- Carry out ongoing research to identify relevant funding programmes and opportunities.
- Co-ordinate the development of grant funding ideas and proposals, ensuring proposal development timelines are adhered to by all parties.
- Work closely with the Head of Funding Development and project leads, to prepare and submit high quality and persuasive proposals.

Grant Management

- Assist the Head of Funding Development in managing Grant Agreements and Contracts, providing support with the monitoring of these agreements.
- Interpret and identify funding requirements for awards in line with funder terms and conditions.
- Manage the reporting calendar, liaise with relevant leads to ensure critical operational and financial milestones and deadlines are met.
- Contribute to the development of standard operating procedures for post award administration and quality assurance.
- Support teams with data collation, the development of monitoring and evaluation reports and financial reporting activity.

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- As final reviewer, provide pre-submission quality assurance for specified monitoring and evaluation reports.

Networking and funder engagement

- Develop and implement plans to engage potential funders.
- Establish and maintain positive relationships with potential and existing funders.
- Pitch ideas and deliver presentations to funders.
- Ensure high standards of correspondence with all funders and timely responses to enquires and opportunities.
- Manage the funder engagement budget.

Internal recording and reporting

- Ensure grant funding data is accurate, up-to-date and complete, stored in the agreed systems.
- Prepare monthly reports and contribute towards completion of the Operation Plan and preparation of other reports to the SMT and Board.

Other Responsibilities

- Engage and support volunteers, ensuring they have clear roles and develop the knowledge and skills to carry out the tasks assigned to them.
- Work collaboratively across the Funding Development team, integrating approaches, providing support and sharing information appropriately for the achievement of team targets and organisation's objectives.

Quality	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Educated to Degree Level or equivalent experience 	<ul style="list-style-type: none"> • Member of Institute of Fundraising
Job Experience and Skills	<ul style="list-style-type: none"> • Proven experience of fundraising from a range of funding sources. Proven track record of securing new funding and reaching agreed income targets. • Good research and analytical skills with proven experience of identifying quality funding opportunities. • Good experience of coordinating application development process with internal and external colleagues and partners. • Experience of project management and facilitating use of the Theory of Change, Logical Framework or other similar approaches. • Strong written communication skills, designing, writing, editing and checking funding proposals and other relevant documents. • Experience of developing and successfully implementing engagement plans with funders. • Excellent verbal communication skills to inspire confidence and trust, pitch proposals and deliver presentations. • Experience of developing standard operating procedures for post award administration and quality assurance. • Proven ability to form good working relationships • Ability to work on own initiative and to meet objectives and tight deadlines under pressure • Excellent report writing skills and experience • Strong IT skills, using Microsoft Office programmes and applications, specifically 	<ul style="list-style-type: none"> • Understanding of refugee issues • Knowledge of the voluntary sector in Scotland and the UK • Experience of using CRM functionality to support income generation activity

Person Specification – Grants Officer



	<p>proficient in Microsoft Excel, Words and PowerPoint.</p> <ul style="list-style-type: none"> • Experience of working with databases 	
Personal Qualities	<ul style="list-style-type: none"> • Excellent inter-personal skills • Analytical thought • Ability to work well as a member of a team • Ability to work independently, prioritise tasks and be confident in dealing with a range of external contacts • Empathy with refugees • Understanding of equal opportunities 	<ul style="list-style-type: none"> • Adept in learning and using new Computer Software Programs and Systems
Other	<ul style="list-style-type: none"> • Able to work outside core office hours by mutual arrangement 	

Person Specification – Grants Officer



Personal Qualities	<ul style="list-style-type: none">● A commitment to the work of Scottish Refugee Council and empathy with refugees● A commitment to training within an equality framework● Occasionally able to work out with office hours by mutual arrangement● Ability to travel, including spending occasional nights away from home● Willingness to undertake any other duties, as required● Reflective approach to work	
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