

Performance and Impact Advisor

The Role

Job Title	Performance and Impact Advisor
Reports to	Director of Funds
Fund	Support in the Right Direction (“SiRD”)
Location	Office based with hybrid options and flexible working. Our office is Suite 2, 14 New Mart Road, Edinburgh EH14 1RL. We also have access to desk space at Robertson House in Bath Street, Glasgow.
Contracted Hours	35 hours per week
Flexible Working	As an award-winning family friendly and flexible employer, we aim to promote a good work/ life balance for all employees. All our employees have the right to request flexible working.
Salary & Benefits	£ 28,000 - £32,000 per annum FTE, dependent on experience. 9.25% employer pension contribution (salary sacrifice scheme available). Full private medical insurance with option to include family members. 4 x salary Death in Service cover. 29 days annual leave plus 8 days public holiday. We offer a positive and supportive work environment alongside regular training and development opportunities. Inspiring Scotland is equal opportunities employer and as a committed participant in the Disability Confident Scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the role.



Fund Context

Support in the Right Direction (“SiRD”) is a Scottish Government funding programme supporting independent support organisations (ISOs) across Scotland. ISOs are locally based, within a variety of community organisations including Advocacy organisations, Carers Centres and Centres of Inclusive Living. They work with people, social care users and Carers to be equal partners in their social care and support decisions and maximise their right to “choice and control” under Self-Directed Support legislation.

Inspiring Scotland has been supporting the Scottish Government with SiRD funding since 2015. We currently hold a 3-year fund management contract for delivery of c. £3m pa funding to 33 organisations from April 2024 – March 2027.

Outcomes for this funding are:

1. Supported people and carers have a better understanding of self-directed support and options for their social care
2. Supported people and carers feel better able to participate in social care assessments and reviews
3. Supported people and carers feel they have increased involvement and chose when planning their social care support
4. Supported people and carers feel more confident to manage their social care budget.

SiRD supports social care delivery in Scotland. Social Care and is a complex area and whilst Inspiring Scotland have managed SiRD funding since 2015, we are continuously learning. We strive to add value to our Fund management, and all staff are expected to be curious, confident to ask questions, and be proactive in their learning.

Key Relationships for the Performance and Impact Advisor

External – SiRD Funded charities throughout Scotland, Scottish Government policy colleagues

Internal – the SiRD Fund Manager, Inspiring Scotland administration, IT and communications teams.

Role Purpose and key tasks

The Performance and Impact Advisor (“PIA”) will deliver several functions to support day-to-day delivery of the SiRD Fund annual operating plan. They are a consistent, available point of contact for funded groups and deliver high quality transactional tasks to enable effective delivery of the Scottish Government fund management contract and ensure we add value to the SiRD funding invested.

The PIA will support the SiRD Fund Manager to monitor grant funding, analyse learning from funded projects, facilitate peer support opportunities, and contribute to Fund and sector development through administration and logistical support for portfolio events, research, and the development of toolkits, and other support tools. They will support a caseload of funded organisations and contribute significantly to overall programme development and effectiveness. The portfolio caseload will be split between the PIA and FM considering grant size, risk, assessment rating and stakeholder complexity.

The PIA role will be varied and respond to the changing needs of the SiRD portfolio. Key tasks include:

- management and administration of fund related information and reports via the Inspiring Scotland CRM (Salesforce).
- management and reporting on project payments by coordinating grant payment schedules, working with grant holders to confirm budgets, reviewing financial monitoring reports, and supporting financial monitoring visits.

- delivery of Fund communications. This includes management of a SiRD mailing list and drafting, designing and preparation of portfolio communications and updates through different accessible mediums including email, website and social media, portfolio meetings.
- developing and participating in any portfolio events and contributing to Fund and sector development research, toolkits and any other support tools developed.
- support to deliver the SiRD monitoring and evaluation framework and to publish learning and insights, by gathering and analysing progress reports, data, feedback, and other monitoring information. This also includes supporting the production of fund reports for external and internal audiences.
- developing critical friend relationships across the portfolio of funded organisations, and as the key contact for a caseload of funded groups, support them in their delivery. This includes support for funded groups to effectively monitor and report on their impact, initiating Inspiring Scotland Specialist Volunteer Network support, training, and other support where appropriate, facilitating peer support opportunities across the portfolio.
- collation and recording information on Inspiring Scotland’s and SiRD team’s added value and the difference this makes, to input to learning and reporting on our work and any business case or fund proposals.
- general administration in support of fund and portfolio delivery and the SiRD Fund Manager. This includes scheduling of meetings and events.
- contribution to wider Inspiring Scotland strategy delivery and continuous improvement

If replacement SiRD or other funds are developed by Inspiring Scotland, the PIA will have the opportunity to support IS Fund Managers and Director(s) of Funds in the fund launches, application and assessment stages.

The SiRD team is small (2 FTE in total) and as such you will be instrumental in supporting new developments, be flexible and can shape and influence. You can also support other Inspiring Scotland fund teams as appropriate.

Qualifications – preferable

Educated to Scottish Credit & Qualifications Framework (SCQF) level 9 or equivalent relevant professional qualification and experience.

Personal attributes essential for this role

- Commitment to Inspiring Scotland’s mission, vision, and values
- An interest in using one’s skills to support charities on the front line of improving the life chances of disadvantaged people in Scotland.
- An ability and confidence to ask questions, take initiative and problem solve will be important as is a “self-starter” approach.
- An ability to apply sound judgement.
- Ability to work collaboratively in a small team, working alongside others with a focus on continual improvement

Essential skills and experience

- Numeracy and budget management skills with high attention to detail.
- Excellent organisational, administration and project management skills
- Responsive and empathetic customer service skills.
- Excellent written and verbal communication skills including experience of producing high quality accessible reports and papers for internal and external audiences
- Proven ability to exercise judgement and deliver consistently within a high-volume environment.
- Ability to build effective relationships and work well with a variety of stakeholders
- Experience of reviewing, processing, and analysing information to maximise the value

of data.

- Experience of using databases, and ability to use data to track progress and performance.
- IT skills including the use of Zoom, and Microsoft 365 including Teams, Sharepoint, Excel, Word, Outlook, PowerPoint and Salesforce.
- Ability to plan and organise work at operational levels to deliver tasks to agreed timescales and standards, with regular re-prioritisation.

Desirable skills and experience

- A track record of successful programme delivery, preferably grant management or budgeting control.
- Understanding of the third sector in Scotland including regulatory frameworks, key national bodies and networks, the issues and challenges the third sector face.
- Awareness and understanding of the Scottish Government's National Performance Framework, the independent living movement, and social care policy landscape.
- Awareness of the relevant national action plans, strategies and organising frameworks that relate to Self-directed support improvement and National Care service development.

About Inspiring Scotland

Inspiring Scotland is a registered Scottish charity and one of the world's largest venture philanthropy organisations. In 2022/23 we funded and supported over 700 charities across 17 social impact funds releasing £42m of investment in charities and not-for-profit organisations. We currently have 51 full and part-time employees.

We have an active wellbeing programme led by the staff team as well as a calendar of social events and team building days. We have an active Equity, Diversity and Inclusion group delivering to an EDI action plan.

We are passionate about addressing inequality and improving the lives of people living in Scotland's most vulnerable communities. We are a collaborative, supportive organisation and place high emphasis on team working and sharing best practice and learnings both internally and externally. We view our staff as ambassadors for the organisation and all staff are expected to demonstrate high standards in all aspects of their work. We are a flexible employer and offer an excellent benefits package. We have won or been nominated for Family Friendly Awards three times.