

Performance and Impact Advisor

The Role

Job Title	Performance and Impact Advisor
Reports to	Programme Manager (Equality and Human Rights)
Fund	Equality and Human Rights (E&HR)
Location	Office-based with hybrid options and flexible working. Our office is Suite 2, 14 New Mart Road, Edinburgh EH14 1RL. We also have trial desk space at Robertson House in Glasgow.
Contracted Hours	35 hours per week, Fixed Term contract till September 2025 (with the possibility to extend)
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	<p>£28,000 - £32,000 per annum FTE, dependent on experience.</p> <p>9.25% employer pension contribution (salary sacrifice scheme available).</p> <p>Full private medical insurance with the option to include family members.</p> <p>4 x salary Death in Service cover.</p> <p>29 days annual leave plus 8 days public holiday.</p> <p>We offer a positive and supportive work environment alongside regular training and development opportunities.</p> <p>Inspiring Scotland is an equal opportunities employer as a committed participant in the Disability Confident Scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the role.</p>



Fund Context

The Equality and Human Rights fund (E&HR) aims to support civil society organisations and partners to develop, embed and mainstream equality and human rights within policy and practice in Scotland, in line with the ambitions of the National Performance Framework and relevant Scottish Government strategies.

48 organisations are supported through the E&HR fund (£8m per year) aligning to seven Scottish Government policy areas within the Equality, Inclusion and Human Rights Directorate including age equality, disability equality, British Sign Language (BSL), gender equality, LGBTI+, race equality and human rights. Intersectionality is a priority for the fund, and many groups continue to demonstrate how they support and champion the rights of people facing disadvantage due to multiple and interconnected inequalities. This fund is currently due to finish in March 2025.

The 48 funded organisations deliver a range of activities that are broadly categorised into three types: direct service delivery to individuals who share protected characteristics, building the capacity of other organisations, and strategic work for local and national policymakers. Funded groups are delivering to the Equality and Human Rights strategic framework which has the following objectives and outcomes:

Objectives

- Develop and deliver work that is grounded in the progression, protection and realisation of human rights
- Deliver support to address the needs of people facing structural inequality and develop and deliver work to increase participation and empowerment
- Support delivery of commitments within relevant Scottish Government equality and human rights strategies, action plans and documents
- Generate data, learning and insight into the experience of people to support analysis and challenge on equality and human rights issues, across a wide range of policy areas.

Outcomes

1. People have a greater awareness of their human rights and how to access them
2. People with protected characteristics have increased access to remedy where their rights have not been upheld
3. People with protected characteristics have increased participation in public life
4. People with protected characteristics have increased influence in decisions that affect them
5. The Scottish Government has better access to data and depth of information about the experiences of people with protected characteristics
6. Actors in civil society increasingly use Scotland's domestic and international equality and human rights framework to influence and effect change
7. The experience of people with protected characteristics is increasingly used to inform the policy and practice of public bodies
8. Public services increasingly embed equality and human rights in their strategic planning and their day-to-day functions.

Inspiring Scotland has supported the Scottish Government with the E&HR Fund since it launched in 2021 via a fund management contract.

Key Relationships

External – Funded organisations throughout Scotland, Scottish Government policy colleagues.

Internal – the Equality and Human Rights Programme Manager and other PIAs (Performance and Impact Advisors), Inspiring Scotland fund staff, IT, Admin and Communications teams.

Role Purpose and key tasks

The PIA (Performance and Impact Advisor) will deliver several functions to support funded organisations, the E&HR Programme Manager and Inspiring Scotland. 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 E&HR funding invested.

As a critical friend, you will oversee fund payments and monitoring, and coordinate additional capacity-building support for groups. You will support the Programme Manager to analyse learning from funded projects, facilitate peer support opportunities, and contribute to Fund and sector development through portfolio events, research, toolkits, and any other support tools developed. You will support a caseload of 8-15 funded organisations and support overall programme development and effectiveness.

The PIA role is varied and responds to the changing needs of the EHRF 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 the EHRF 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 EHRF 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, and facilitating peer support opportunities across the portfolio.
- collation and recording information on Inspiring Scotland's and the EHRF 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 EHRF Programme Manager. This includes scheduling of meetings and events.

- contribution to wider Inspiring Scotland strategy delivery and continuous improvement

If a replacement E&HR fund is developed by Inspiring Scotland, the PIA will support the Programme Manager and Director of Funds in the fund launch, application, and assessment stages to ensure a smooth transition to a newly funded portfolio.

The E&HR team is small (3.6 FTE) and as such you will be instrumental in supporting new developments, being flexible, and having the opportunity to 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 experience and Knowledge

- A track record of successful programme management, preferably grant management or financial 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

- Awareness of the relevant national action plans, strategies and organising frameworks that relate to Equality and Human Rights

About Inspiring Scotland

Inspiring Scotland is a registered Scottish charity and one of the world's largest venture philanthropy organisations. In 2023/24 we funded and supported over 350 charities and not-for-profit organisations across 16 social impact funds with £46m of investment. We have 50 full and part-time employees.

We have an active well-being 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 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 learning 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.