

The Role – Perinatal and Infant Mental Health Fund Manager

Job Title	Fund Manager (“FM”)
Reports To	Director of Funds
Fund	Perinatal and Infant Mental Health (PIMH) Fund
Location	Home-based with the expectation of some travel to the office and across Scotland for team and external stakeholder meetings. Our office is Suite 2, 14 New Mart Road, Edinburgh EH14 1RL. We also have desk space at Robertson House in Bath Street, Glasgow.
Contracted hours	0.6 FTE (21 hours per week) to March 2026, with the potential 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 and benefits	From £44,000, depending on experience. 9.25% employer pension contribution (salary sacrifice scheme available after 3rd month of employment). Full private medical insurance with the option to include family members. Access to the Medicash scheme 4 x salary Death in Service cover. 29 days annual leave plus 8 days public holiday. Bike to Work scheme. We offer a positive and supportive work environment alongside regular training and development opportunities. The staff team leads an active well-being programme and a calendar of social events and team-building days. We also have an active Equity, Diversity, and Inclusion group that delivers an EDI action plan.



Fund Context

The first 1001 days of a baby's life are a critical window of opportunity that sets the foundations for lifelong emotional and physical well-being. We know that pregnancy and the early years can be challenging for parents, and up to 20% of mums and 10% of dads develop poor mental health in the perinatal period. The Perinatal and Infant Mental Health Fund supports charities that work alongside families in communities to improve well-being, reduce isolation, and help parents and babies get off to the best possible start in life.

Inspiring Scotland is the appointed fund manager for the Scottish Government's Perinatal and Infant Mental Health (PIMH) Fund. We have managed this programme since 2020, with the latest 18-month phase of PIMH funding (PIMH 2024) commencing in October 2024. Sixteen charities across Scotland have been funded a total of £1m per year for projects or streams of work that include peer support, parenting and infant support and counselling.

The PIMH 2024 Fund aims to sustain and improve third-sector, non-clinical support for babies, parents and carers affected or at risk of perinatal and infant mental health issues in Scotland. All funded groups are delivering to three fund outcomes:

1. Parents and carers with perinatal mental health concerns have improved wellbeing, feel less isolated and are better able to seek support
2. Parents and carers feel better able to meet the needs of their infants and children (physical, social, emotional and cognitive)
3. Parents and carers whose infants are at higher risk of mental health problems, are better able to support their babies through warm, secure and interactive relationships

As funding agreements are in place, our work over the next year will focus on supporting funded groups through portfolio events and one-to-one meetings and capturing and sharing the learning about funded work. The PIMH fund is the most extensive funding programme for the third sector in Scotland, which focuses on the needs of families and babies in the perinatal period. Building on our connections with relevant stakeholders and helping to build sustainability of services and the sector is a primary aim. As the fund contributes to Inspiring Scotland's strategic priority to 'Improve the life chances of children and young people,' we are developing our understanding of infant mental health and how we, as an independent funder, can support community-based support. The Fund Manager will be integral in our development of this work.

Role Description

The Fund Manager is the strategic lead for the PIMH programme. They are responsible for planning and managing the delivery of activities that meet our contractual requirements as Scottish Government fund managers and that support funded groups to deliver the best outcomes for the families they support. They are Inspiring Scotland's outward face of the fund, building and managing relationships with national partners and stakeholders that add value to the Scottish Government's investment and contribute to Inspiring Scotland's mission and strategic priorities.

The Fund Manager will work alongside the **PIMH/SOCAS Performance and Impact Advisor in a senior capacity to manage financial monitoring processes and monitor grantee delivery and progress towards outcomes through a reporting and evaluation framework. They will analyse findings from grantee reports and gather insights from the portfolio of funded groups and the wider PIMH sector to share learning from the funded activity and inform stakeholders

about the support needs of parents and carers with perinatal mental health concerns. Sharing learning and insights from funded groups and partners will increase our knowledge and understanding of infant mental health.

They will build on our external relationships to support individual grantees and the broader PIMH portfolio. They will also use Inspiring Scotland's Specialist Volunteer Network and training opportunities to assist organisations with administration, management, or financial difficulties.

Key Relationships

External – PIMH Funded charities throughout Scotland, Scottish Government policy colleagues, Scottish Government Ministers, national stakeholders and early years groups, NHS, academics, other funders, private investors

Internal – the PIMH/SOCAS Performance and Impact Advisor (PIA)**, the SOCAS Fund Manager, Director of Funds and Senior Leadership Team, other Inspiring Scotland Fund Managers, Finance, Admin and Communications teams.

**The fund management contract with the Scottish Government includes the delivery of the Survivors of Childhood Abuse Support (SOCAS) Fund. The SOCAS Fund Manager delivers this, and a full-time PIMH/SOCAS Performance and Impact Advisor supports both funds.

Key Tasks

- Alongside the PIA, implement fund management processes using the Inspiring Scotland CRM (Salesforce) to plan and manage grant payments and progress reporting against the requirements of the Scottish Government contract
- Manage the PIMH monitoring and evaluation framework, including analysis of progress reports and publication of impact reports, initiating and managing any research or data analysis to deliver additional insights and learning.
- Lead communication both internally and externally to share learning and to support and sustain third-sector, non-clinical support for babies, parents and carers affected or at risk of perinatal and infant mental health issues in Scotland.
- Lead development of portfolio and learning events for funded charities, the Scottish Government, and the sector to connect, share experiences and best practice
- Collaborate and develop strategic partnerships, building on the positive, proactive working partnerships Inspiring Scotland has with Scottish Government policy colleagues, national partners, and contacts
- Lead and deliver advice and support to build the capacity of PIMH-funded groups to improve outcomes for families and carers, utilising Inspiring Scotland's resources such as the Health Check and Specialist Volunteer Network
- Connect, inform, and support the wider sector by publishing a PIMH newsletter and managing a directory of PIMH services, delivering national events, and any other initiatives that raise awareness of perinatal and infant mental health and support the sustainability of the sector
- Contribute to delivering Inspiring Scotland's strategic priority of improving the life chances

of children and young people by sharing learning across teams and supporting the development of processes to improve our practice, create, and add value constantly.

- Provide monthly updates to the Scottish Government on fund delivery, portfolio updates, development plans and planned learning events.
- Work alongside the Director of Funds and Inspiring Scotland Finance Business Partner, to manage the fund budget, maximise underspends and control overspend, providing quarterly reports and information on fund expenditure against the plan for the Scottish Government
- Contribute to the design and delivery of any future application, assessment, and decision-making process

Personal attributes essential for this role

Inspiring Scotland Fund Managers are proactive self-starters who can manage multiple priorities and make sound decisions using their initiative to achieve successful outcomes. They are creative problem solvers with strong influencing and relationship-building skills. They are committed to collaborating to deliver Inspiring Scotland's vision, mission, and values and passionately believe in the possibility of a society without poverty or disadvantage.

- **Drive for results**—A focused, motivated, energetic approach to constantly adding value is required. Engaging, inspiring, and motivating funded groups to deliver results will be essential.
- **Self-starter** - An ability to work and follow one's initiative is essential, as is the ability to think creatively and solve problems, approaching tasks with curiosity and confidence - reflecting, adapting, and identifying implications for the organisations supported and Inspiring Scotland. Within this, an ability to apply sound judgment and make decisions will be necessary.
- **Interpersonal sensitivity and emotional intelligence** – An ability to engage and collaborate effectively with a diverse group of partners, building relationships with key stakeholders using high levels of interpersonal sensitivity and emotional intelligence. The Fund Manager will demonstrate the highest standards of **discretion and integrity**.
- **Effective Influencer** – An ability to effectively influence change, recognising the power dynamics in the funding world and across organisations.

The knowledge, skills and experience needed for the role are:

Essential skills and experience

- Experience in delivering monitoring and evaluation frameworks, undertaking or commissioning research and data analysis. Excellent analytical skills are essential.
- Excellent written and verbal communication skills, presenting complex issues clearly for diverse partners and audiences through various channels. An excellent understanding of marketing and accessible communications principles.
- Proven leadership and management skills and experience, growing individual and organisational capacity and contributing to an organisation's senior team or strategic approach.
- Experience working collaboratively with senior stakeholders and partners in an influencing and stakeholder management role with demonstrable experience in building collaborative relationships with people, partners and networks.
- Experience in using resources effectively, identifying opportunities, and managing risks.

- Knowledge of fund and grant management processes, including monitoring of budgets and reporting on delivery against agreed Objectives and outcomes.
- Experience in managing and reporting on an operating budget.
- Knowledge of the third sector, specifically support for families, parents and carers in the early years.

Desirable

- Understanding of the development of perinatal and infant mental health services across Scotland
- Experience or knowledge of how poverty and/or trauma impact people's lives.

About Inspiring Scotland

Inspiring Scotland is a registered Scottish charity. In 2023/24, we funded and supported over 350 charities across 16 social impact funds, managing £46m of investment in charities and not-for-profit organisations. We currently have 54 full and part-time employees. <https://inspiringscotland.org.uk/who-we-are/team/>

We have an active well-being programme led by the staff team, a calendar of social events, and team-building days. We also have an active Equity, Diversity, and Inclusion group that delivers an EDI action plan.

We are passionate about addressing inequality and improving the lives of people in Scotland's most vulnerable communities. We are a collaborative, supportive organisation that places high emphasis on teamwork and sharing best practices 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. We also have been nominated for **Best Flexible Working Initiative** – sponsored by Flexibility Works. Inspiring Scotland is committed **Living Wage and Disability Confident Employer**.