JOB DESCRIPTION: Grant Advisor

Job Title:	Grant Advisor
Hours:	35 hours per week (2-year fixed term until June 2028)
Reports to:	Programme Manager
Salary Banding:	C
Location:	Lochside Way, Edinburgh or Centrum, Glasgow

Job context

Corra Foundation exists to make a difference to the lives of people and communities. It works with others to encourage positive change, opportunity, fairness and growth of aspirations which improve lives. Corra wants to see a society in which people create positive change and enjoy fulfilling lives.

In 2020 Corra launched a ten-year strategy. It is long term because making a different on the big challenges will take time. At its heart is the strong belief that when people find their voice, they unlock the power to make change happen.

Job purpose

The role of Grant Advisor is to play a key role in the delivery of grant making programmes across Corra and has the responsibility of delivering services to the highest possible standard. The work is very customer focused and can include designing and promoting new funds, providing vital advice and support to potential applicants, assessing or reviewing funding applications and monitoring reports, as well as providing capacity building support to successful applicants. The Grant Advisor will usually be involved in more than one grant programme.

The jobholder will report to the Programme Manager working across all Corra teams, and working closely with other grants team colleagues to ensure tha the team as a whole operates effectively and efficiently.

As with other Corra staff, there will be the requirement to be flexible and to provide support for other aspects of Corra business as and when required.

Structure

An organogram showing Corra's structure, and where this role fits is available.

Main activities and responsibilities

- Support the delivery of grant-making programmes and contracts as appropriate. This may include:
    - Drafting application and guidance documentation.
    - Being the main point of contact for organisations interested in learning more about funding. This involves being present and accessible to the sector face-to-face, virtually and via third party events, and it includes delivering funding advice sessions, attending and participating in external funding events, and providing advice and guidance via telephone, on-line and webinars.
    - Ensuring consistency and fairness when carrying out assessments, undertaking any required on-site assessment visits, voice or video calls, and participating fully in any associated assessment discussions with the Grants Team, Steering Groups or Panels.
    - Undertaking the required level of due diligence when assessing applications.
    - Completion of evaluation monitoring/reviews (quarterly, six monthly or annually) for organisations in receipt of grants.
    - Providing written and/or verbal feedback to applicants.
- Design, deliver or co-ordinate capacity building/support and engagement/networking activities for organisations. This may be around monitoring and evaluation, funding strategies, project development, financial management, peer support, etc.
- Maintain exceptional levels of customer service, treating all customers with respect. Provide timely notification and/or responses to any correspondence received and listen to customer needs.
- Promote participatory approaches, exploring how Corra can ensure that people with lived experience can contribute to grant making processes, from design through to decision making.
- Work closely with other members of the Grants team and colleagues across Corra to ensure that grant programmes and services are delivered efficiently and effectively.
- From time to time the jobholder may be asked to undertake new project work and/or take on additional responsibilities.

Corra team

Participate fully as a member of Corra's team, demonstrating commitment to the organisation's values, attending staff meetings, support and supervision sessions and training as required. If required, support the work and promotion of any other area of Corra's business in fulfilling its strategic aims.

Relationships

The jobholder will require to be in regular contact with customers, stakeholders and other funders.

Key skills

- The jobholder must be able to plan, organise and prioritise their own work loads.
- Excellent customer service skills are required.

- The jobholder must be able to absorb a wide range of potentially complex information and develop solutions on both strategic and operational issues.
- Sufficient knowledge of charity finance, governance models and legal frameworks, in order to carry out effective due diligence assessments.
- Knowledge of the voluntary sector allied to an ability to think analytically in the evaluation of competing needs.
- Principal skills include resource management, financial appraisal, communication both written and oral, and strong interpersonal skills.
- Ability to work closely with organisations in order to develop their skills around monitoring and evaluation methods, financial planning, funding strategies, etc.
- The jobholder must have a commitment to teamwork and be willing to operate in a flexible and adaptable way.
- The jobholder must be willing to develop new skills as appropriate.
- The nature of the job demands a strong ethical approach and a positive attitude.

Working conditions

This role will be based at Lochside Way, Edinburgh or Centrum, Glasgow, with a flexible approach to hybrid working.

The jobholder is line managed by the Programme Manager. Regular support and supervision meetings as well as bi-annual appraisal meetings will take place.

Corra is committed to its staff, including through a focus on learning and development. Corra is a Scottish Living Wage employer and is happy to consider flexible working.