PERSON SPECIFICATION: GRANT ADVISOR

Competencies	Essential	Desirable
Achieving: Being clear about objectives and priorities and with a focus on reaching communities traditional grant-making doesn't through innovative asset-based community empowerment. Promoting change and making improvements that helps Corra Foundation to deliver against its strategy.	• Plan, organise and prioritise work to deliver the programme. • Complete work to agreed standards of accuracy and thoroughness. • Solve problems within general guidelines. • Willingness and ability to learn and apply new approaches or techniques.	• Ability to appraise and implement suggested changes to working methods where benefits can be recognised.
Communication: Communicate effectively, both orally and in writing. Consider the needs of diverse audiences, appropriate mediums and the role of technology in contributing to enhanced communications.	• Ability to question and clarify where necessary. • Listen actively to others in order to understand the idea or viewpoint being expressed. • Being able to communicate and actively connect with the whole community. • Listen actively to others;	
IT Application: Is able to use information technology to prepare reports and correspondence.	• Proficient in the use of Microsoft365 to produce emails, diary management, letters, reports and presentations • Willingness to embrace and learn new IT skills.	• Proficient in the use of Salesforce
Managing Yourself: Being aware of how far your abilities extend and taking personal responsibility for your own actions and development. Develop and display confidence. Accept and embrace change.	• Be self-motivated, organise own work schedules and manage time effectively. • Be willing to accept and embrace change and see change in a positive light. • Be able to work automomously. • Have a 'can do' attitude.	

Competencies	Essential	Desirable
Organisational & Sector Awareness: Able to relate internal and external factors to broader issues within the voluntary sector.	• Knowledge of Scotland's third sector. • Understand how areas of the voluntary sector interrelate.	
Relationship: Able and willing to address needs of colleagues, applicants, other partners and stakeholders. Operating with consistency, awareness of sensitivities and adhering to guidelines. Building networks and partnerships to enhance service delivery and organisational credibility.	• Listen to, establish and respond positively to different stakeholder needs. • Provide a consistently professional and helpful point of contact to stakeholders. • Operate within agreed guidelines in sharing information with stakeholders.	• Operate with impartiality, fairness and diplomacy.
Team Working: Co-operating with and considering others. Sharing knowledge and resources, striving for good working relationships. Respecting and valuing individual differences. Valuing and promoting team working.	• Build and maintain good working relationships with all colleagues and partners. • Co-operate with colleagues on areas of work, sharing knowledge and experience where appropriate.	
Analysis, Investigation, and decision making: Seeking, using and interpreting information to generate solutions and recommendations.	• Ability to analyse and assess financial information and budgets. • Undertake one-to-one assessment interviews in a thorough but considerate manner. • Show confidence in making decisions or recommendations based on sound evidence. • Ability to Identify information or knowledge gaps that could impact on our work.	• Knowledge of charity accounting and governance.
Experience	• Experiencing of working with minimal supervision, with responsibility for managing workload, time management, and record keeping. • Experience of working within the voluntary sector, or with a connection to the voluntary sector.	• Experience of assessing grant applications

Competencies	Essential	Desirable
Education, qualifications, training		• Evidence of continuing professional development
Personal attributes	• Approachable, helpful, honest and caring, attentive, conscientious. • A positive can do attitude and willingness to support others where needed.	