

JOB DESCRIPTION: Grant Support Co-Ordinator

Job Title:	Grant Support Co-ordinator
Hours:	21 hours per week (2-year fixed term until June 2028)
Reports to:	Programme Lead
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 quality of life. 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 difference 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 Support Co-ordinator is to support the delivery of grant making programmes to the highest possible standard to ensure that all contractual obligations are adhered to and that Corra continues to be an exemplary and progressive grant-maker.

The jobholder will report to the Programme Lead, working across all Corra teams. They will provide support to Programme Leads, Programme Managers, and Grant Advisors in dealing with the day to day running of programmes.

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

- Deliver a high level of customer service, with a can-do attitude, aiming to creatively respond to challenges and needs. This includes interacting with funded organisations, the Scottish Government, and other funders.
- Assist in the delivery of contracts, including involvement in the planning of:
 - Reporting from funded organisations;
 - Payments to funded organisations;
 - Reporting to Scottish Government or other stakeholders;
 - Capacity building/support and engagement programme.
- Assist in the co-ordination of materials and the implementation of processes for new funds and contracts.
- Maintain an accurate database of all grants contacts and associated correspondence for specific programmes using Salesforce, including setting up and amending Salesforce records, reports, list views and dashboards to enable effective management of programmes.
- Play an active role in ensuring that Salesforce is used and developed effectively and timely to support specific programmes.
- Respond to enquiries by voice/video call and email, taking action where possible and ensuring appropriate actions are taken where responsibility lies elsewhere.
- Production of high-quality work such as letters, reports and presentation material initiated by other members of the grants team.
- Play an active role in the delivery of capacity building and support and engagement programmes, including taking a lead on the production of newsletters, planning, setting up and running online training and networking events/ organising and coordinating face-to-face events, ensuring all support material for events is produced to a high standard, and playing a coordinating role in the planning, delivery and evaluation of any fund conferences.
- Ensure that detailed financial records for all aspects of the contract are maintained. This includes developing payment schedules and draw down schedules and ensuring that payment schedules for each organisation are accurately transposed to Salesforce.
- Contribute to the content of reports for stakeholders such as the Scottish Government, including analysis and presentation of information from Salesforce, lessons learned, and financial information.
- Keep fund webpages updated including uploading resources from events.
- Undertake general clerical duties such as maintenance of filing systems, photocopying, meeting organisations, booking venues, arranging catering, and general housekeeping.
- Work with Corra's Corporate Services, Finance, and Policy and Communications teams to ensure that administration systems align with operational and reporting structures.

Corra team

Participate fully as a member of the 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 funded organisations, applicants, stakeholders and other funders.

Key skills

- The job holder must be able to plan, organise and prioritise their own work loads.
- High level of computer literacy with a good working knowledge of Microsoft 365 based programmes especially MS Excel and database management programs, ideally Salesforce.
- Ability to use a variety of online tools and platforms to manage work, ideally including Zoom, Form Assembly, Mailchimp, Eventbrite and Wordpress.
- Ability to maintain administration records with a high degree of attention to detail.
- The job holder must be able to absorb a wide range of potentially complex information and summarise this to provide a clear set of recommendations or solutions.
- Principal skills include ability to think analytically, communication both written and oral, and strong interpersonal skills.
- The job holder must be willing to develop new skills as appropriate.
- The job holder must have a commitment to teamwork and be willing to operate in a flexible and adaptable way.

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 Lead. 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.

Corra promotes a culture of learning and development. All staff will be supported by their line manager to develop their own personal development plan that helps them achieve their potential. Staff will also contribute to and access training and development opportunities, some of which may be mandatory, that helps Corra deliver the strategic plan.