

PERSON SPECIFICATION: Grant Support Co-Ordinator

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, with a high degree of attention to detail.	• 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 i.e. listen in order to understand the idea or viewpoint being expressed. • Being able to communicate and actively promote initiatives to target audiences/ communities. • Ability to think analytically, communication both written and oral, and strong interpersonal skills • Communicating and building strong relationships with a wide range of stakeholders. • Strong communication skills to engage working groups and audiences.	• Experience of delivering presentations; • Awareness and use of social media; • Awareness and understanding of using appropriate media processes.; • Communicate effectively at all levels, both internally and externally and to diverse groups.
IT Application: Is able to use information technology to prepare reports and correspondence.	• Proficient in the use of technology to produce emails, diary management, letters, reports and presentations. • Willingness to embrace and learn new IT skills. • High level of computer literacy with a good working knowledge of Microsoft 365 based programmes especially MS Excel and database management programs.	• Working knowledge of Salesforce

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	Ability to use a variety of online tools and platforms to manage work, ideally including Zoom, Form Assembly, Mailchimp, Eventbrite and Wordpress	
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. - Have a 'can do' attitude.	
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. - Experience of providing support and supervision for volunteers. - 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. - Experience of building networks.
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. - Willing to operate in a flexible and adaptable way. - 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.	

Competencies	Essential	Desirable
	• 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.	
Experience	• Experience of working within the third sector, or with a connection to the third sector. • Relevant experience of project design and development • Good facilitation skills • Be proficient in data gathering of monitoring and evaluation data and report writing; • Understanding of evaluation and monitoring principals and methods; • Working knowledge of Microsoft IT systems; • Use of spreadsheets and databases to record information, produce statistical information and make calculations.	• Experience of assessing grant application
Education, qualifications, training		• Evidence of continuing professional development
Personal attribute	• Strong ethical approach, attentive, conscientious, approachable, helpful, honest and caring. • A positive can do attitude and willingness to support others where needed.	