



Third Sector  
Dumfries and Galloway

## Job Description

Job Title	Funding Officer
Line Manager	Operations Manager for day-to-day duties and CEO for project work
Management of other staff	Not Applicable
Salary	£21,036 - £23,816

### Overview of the role

The purpose of Third Sector Dumfries and Galloway is to improve the quality of life of the most vulnerable and disadvantaged within Dumfries and Galloway. We do this by working with third sector partners and public agencies to identify communities of greatest need, design responses and create an environment for innovation and growth.

The role of Funding Officer is to be the funding expert within the TSD&G team. The role works alongside the Engagement Team and the Business Support Team to provide them with information and expertise about funding opportunities available to the third sector in Dumfries and Galloway. The Funding Officer will also be responsible, with the chief executive, for the administration of windfarm community benefit funding.

Funding knowledge and expertise is one of TSD&G's core services:

- Helping third sector organisations start, develop and grow
- Encouraging and involving volunteers
- Finding suitable funding
- Creating and delivering sustainable business plans
- Identifying the best way to manage people and money
- Connecting the sector with Community Planning and Health and Social Care Integration

While the Engagement Team will communicate directly with the third sector about funding, it is the job of the Funding Officer to support the team as they engage. The Funding Officer will also provide the Communications Manager with content for various channels of communications regarding funding opportunities.

### Main Responsibilities

- Create and maintain a database of funding sources for the third sector
- Maintain a database of funding application forms and criteria
- Create and maintain a schedule of application deadlines where appropriate
- Create and maintain a procedure for informing TSD&G staff about funding opportunities

- Working with the Operations Manager, support the Engagement Team with advice and information about funding
- Working with the Communications Manager, provide funding information for use in the Communications Strategy and action plan
- Develop and deliver training sessions for third sector partners and TSD&G events
- Co-ordinate events to raise awareness of and access to funding streams available to third sector organisations
- Track the progress of applications of third sector organisations which have received assistance from the Funding Officer
- Identify funding opportunities for TSDG as appropriate for core and project work
- Gather information on results of assisted funding applications and produce monitoring reports as required by the Chief Executive
- With the Chief Executive, develop and manage the administration of windfarm community benefit funding.
- Using lessons learned from maintaining the portfolio, contribute to the continuous improvement of TSD&G activities

### **Personal Development**

Keep abreast of funding sources and opportunities.

Maintain up-to-date knowledge of relevant legislation and regulation

Maintain up to date knowledge of the work of the third sector locally and nationally.

Support a culture where improvements can be made as a result of lessons identified, captured, assessed and implemented.

### **General**

Adhere to the organisation's policies and procedure.

Work within agreed budgets and timescales.

Carry out other duties as may be reasonably assigned from time to time.

### **Key Contacts**

The post is responsible for maintaining an adequate level of expertise to allow TSD&G to be regarded as expert in funding. Contacts will be determined by the needs of the role and will include:

- Local funders such as Holywood Trust
- Scottish and national Independent, public and European funding sources
- SCVO and other relevant intermediaries
- DGC and D&G H&SC Partnership
- Other Third Sector Interfaces
- Independent consultancies

## Person Specification

	Essential	Desirable
<b>Skills, Knowledge &amp; Experience</b>		
Able to gather, collate and manage large quantities of information	x	
Plan and manage workload	x	
Training and presentation skills	x	
Ability to capture and analyse information and produce reports	x	
Broad knowledge and understanding of the third sector	x	
Ability to work as part of a team, share knowledge and benefit from experience of others	x	
Ability to use the Microsoft Office package and Outlook	x	
Ability to develop professional networks for sharing of information and expertise	X	
Ability to implement, monitor and report on a funding regime	X	
Take a pro-active approach to funding opportunities	X	
<b>Education/Qualifications</b>		
Educated to degree level or similar		x
<b>Other Requirements</b>		
Valid driving license and access to a car with business insurance for work purposes	X	