



Third Sector  
Dumfries and Galloway

## Job Description

Job Title	Programme Manager- external funds (fixed term for two years)
Line Manager	Chief Executive
Management of other staff	Programme administrator(s)
Salary	Salary in the range of £26891 to £28,524
Working Hours	35 hours per week
Location	Based in Dumfries or Stranraer, home working may be required

## Our organisation

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 sector agencies to identify areas and communities of greatest need, design responses and create an environment for innovation and growth.

Our core services are:

- Helping third sector organisations start, develop and grow through training and events
- Encouraging and involving volunteers
- Finding suitable funding sources and administering funding for third sector organisations
- Creating and delivering sustainable business plans
- Identifying the best way to manage people and money
- Connecting the sector with community planning and the health and social care partnership

## Overview of the role

The role of the Programme Manager- External Funds is to investigate and secure funding sources for the third sector which can be administered by TSDG and then to manage their administration. This will require working with local, Scottish and UK government, large funding programmes such as the National Lottery and Borderlands, economic development agencies such as South of Scotland Enterprise, third sector organisations (TSOs) in Dumfries and Galloway and beyond, health and social care partnerships and other third sector interfaces (TSIs). The first confirmed programme to be administered by TSDG is the Communities Mental Health and Wellbeing Fund (CMH&WBF) for the South of Scotland, valued at £1.52m over two years.

## Main Responsibilities

- Oversee all aspects of the administration of the CMH&WBF in Dumfries and Galloway and the Scottish Borders to meet Scottish Government requirements. This includes:
  - Ensuring the application process is robust and fit for purpose
  - Recommending improvements to any aspect of process
  - Communicating regularly with the steering group and scoring panel
  - Manage the administrative support for these groups
  - Where necessary, chair meetings of the scoring panel

- Maintaining the records of successful and unsuccessful applications
  - Maintaining an accurate record of all aspects of financial commitment against the fund
  - Managing the monitoring and evaluation activities by all successful applicants
  - Ensuring the monitoring activities that the Scottish Government requires of TSDG are met
  - Promoting the fund when required
  - Identifying and recording positive case studies for reports and promotion of the fund
  - Producing reports on the progress of the fund
  - Gather the information needed and co-ordinate the evaluation of the delivery of the fund, producing the reports as required
- Working with the Engagement Team and the Communications Team, ensure the successful communication of any TSDG managed fund to the wider sector.
  - Using an informed and creative approach to the potential sources of external funding, make contact with key stakeholders to promote TSDG's competence in fund management
  - Using these contacts, secure additional funds for the third sector in Dumfries and Galloway
  - Design and manage the application processes for any additional funding programmes. The design and management should include working with beneficiaries with lived experience and co design opportunities with TSOs
  - Design and deliver capacity building workshops specifically for the external funding programmes
  - Raise profile of TSDG as a fund manager
  - Working with partners to create collaborative fund management opportunities, for example with other TSIs by identifying beneficiaries.
  - Using lessons learned from maintaining the portfolio, contribute to the continuous improvement of TSDG activities

### **Personal Development**

Keep abreast of strategic funding decisions by local, Scottish and UK governments

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 and contribute to 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 procedures and values

Work within agreed budgets and timescales.

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

This job description is non-contractual and subject to change as the needs of the organisation change.

## Key Contacts

The post is responsible for representing TSDG in the area of external fund management. Contacts will be determined by the needs of the role and will include:

- Dumfries and Galloway Council
- Scottish Government
- UK Government (Shared Prosperity Fund)
- South of Scotland Enterprise
- The D&G health and social care partnership
- SCVO and other relevant intermediaries
- Large funding programmes - National Lottery, Robertson's Trust
- Other Third Sector Interfaces
- Third sector organisations within and outside D&G

## Person Specification

	Essential	Desirable
<b>Skills, Knowledge &amp; Experience</b>		
Able to gather, collate and manage large quantities of information using spreadsheets and databases	x	
Experience of delivering an action plan in consultation with stakeholders	x	
Experience of fund management	x	
Ability to create and develop a network of stakeholders	x	
Experience of staff management	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	
Experience of developing professional networks for sharing of information and expertise	x	
Take a pro-active approach to problem solving	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	