



Third Sector
Dumfries and Galloway

Job Description

Job Title	Programme administrator external funds (fixed term for two years)
Line Manager	Programme Manager- external funds
Management of other staff	NA
Salary	Salary in the range of £21,455 - £24,292
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 Administrator - External Funds is to support the Programme Manager- External Funds to investigate and secure funding sources for the third sector which can be administered by TSDG and to manage the administration. Together these two posts form the Fund Programme Management team within TSDG.

The Fund Programme Management team will work 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. This fund will be administered by the Fund Programme Management team

Main Responsibilities

- Be responsible for the day to day administration of the CMH&WBF (and others as they come on stream) in Dumfries and Galloway and the Scottish Borders as directed by the Programme Manager – External Funds. This includes:

- Creating a schedule for each fund to cover all steps from opening to closing the fund. This will include a timetable for invitation to bid, assessment of applications, notification of results, reports to relevant sources of funds and all other relevant deadlines
 - Creating and maintaining online and manual application processes
 - Liaising with applicants to ensure they are adequately supported with regard to the application process
 - Recommending improvements to any aspect of process
 - Sending out communications as required by the communications plan for each fund
 - Providing the Programme Manager – External Funds with regular updates on amounts of funds committed and uncommitted.
 - Maintaining the records of successful and unsuccessful applications
 - Gather monitoring information from successful applicants as required by the Programme Manager to inform the monitoring and evaluation activities needed by the source of the fund
 - Communicating with successful applicants to gather information for case studies for reports and promotion of the fund, as required by the Programme Manager-external funds.
- Make contact with key stakeholders as directed by the Programme Manager- External Funds to promote TSDG's competence in fund management
 - Administer the application processes for any additional funding programmes as directed by the Programme Manager- External Funds. This may include making contact with groups which work with beneficiaries with lived experience.
 - Support the Programme Manager- External Funds to design and deliver capacity building workshops specifically for the external funding programme
 - By identifying professional networks, ensure that TSDG fund administration reflects best practice and is continuously improving
 - Using lessons learned from administering the portfolio, contribute to the continuous improvement of TSDG activities

Personal Development

Maintain a network of other fund administrators

Maintain up-to-date knowledge of potential fund sources

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
Skills, Knowledge & Experience		
Able to gather, collate and manage large quantities of information using spreadsheets and databases	x	
Experience of fund administration		x
Good personal interaction skills	x	
Ability to create and develop a network of stakeholders	x	
Plan and manage workload	x	
Ability to capture and analyse information	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	
Education/Qualifications		
Educated to degree level or similar		x
Other Requirements		
Valid driving license and access to a car with business insurance for work purposes	x	