

Development Executive, Perinatal and Infant Mental Health Fund, Inspiring Scotland (Maternity Leave Cover)

Inspiring Scotland have an exciting opportunity for a motivated, relationship driven, results focused individual to join the Perinatal and Infant Mental Health team on a 10-month maternity leave cover. This role will run from June 2020 – April 2021.

Leading by example, you will be enthusiastic and pragmatic, give honest views, build supporting trusting relationships with the Perinatal and Infant Mental Health charities and work closely with the Scottish Government Policy Team and wider Inspiring Scotland team to deliver this important programme of work.

Inspiring Scotland - About Us

Inspiring Scotland is a registered Scottish charity and one of the world's largest venture philanthropy organisations. We support over 250 charities across 13 social-impact funds, manage £20m of charity grant-making per annum and have over 35 employees. We are passionate about addressing inequality and improving the lives of people living in Scotland's most vulnerable communities.

We are a collaborative, supportive organisation and place high emphasis on team working and sharing best practice and learnings both internally and externally. We view our staff as ambassadors for the organisation and all are expected to demonstrate high standards in all aspects of their work.

We are a flexible employer and offer an excellent benefits package. We have won and been nominated for multiple Family Friendly Awards.

Role Summary

This role is Development Executive for the Perinatal and Infant Mental Health Team.

In the 2018/19 Programme for Government, a commitment was made by Scottish Government to improve mental health services for children, young people and adults. This included perinatal and infant mental health support for women and families during pregnancy, birth and up to three years of age.

Mental ill health in the perinatal period includes a range of conditions, including depression and anxiety, and can affect people of all ages and backgrounds. It has an impact on both mothers and fathers, with up to 20% of mothers and up to 10% of fathers affected at this crucial stage of life.

We also know that an infant's most important developments, physical, cognitive, and emotional, have their foundations set very early in life. Specifically, from the beginning of pregnancy through to a child's second birthday.



Inspiring Scotland is delighted to be working with Scottish Government to deliver the new Perinatal and Infant Mental Health fund to achieve this. More information about the fund can be found here: <https://www.inspiringscotland.org.uk/what-we-do/our-funds/perinatal-and-infant-mental-health/>

Key deliverables in this role include overseeing the fund decision making process, responsibility for fund management, the delivery of a supplementary fund and wider programme development.

As lead for the PIMH Fund, you will:

- Manage the programme and the fund decision making process (including coordinating and facilitating the decision making panel) to determine which organisations will receive funding
- Work closely with your portfolio - the chosen charities - to develop resilient organisations, a cohesive portfolio and a strong sector – reporting throughout on learning, milestones and outcomes
- Communicate with wider PIMH charities and organisations in Scotland to support a developed and connected ecosystem of support
- Develop and deliver a smaller supplementary fund aimed at funding strategic priorities and innovation, working with other funders where possible to increase impact of this strand
- Be an ambassador for PIMH third sector organisations
- Support the PIMH Scottish Government Policy Team and PIMH Programme Board to achieve their outcomes and objectives for the third sector
- Liaise with key PIMH stakeholders including other PIMH organisations and funders
- Connect wherever possible with beneficiaries of the fund to understand their needs and value of intervention
- Promote the outcomes of the investment, the lessons learned from the fund and future priorities for the PIMH third sector, using lived experience where appropriate
- Be responsible for all aspects of fund reporting, to the portfolio, to SG and to stakeholders.

All Inspiring Scotland staff aim to help our colleagues in government and our charities identify where we can make a difference. You will contribute to the Inspiring Scotland team, collaborate with colleagues to share learning, volunteer your skillset to support other teams and play a role in the continued success of our organisation.

Key Relationships

External – Funded charities throughout Scotland, Scottish Government policy colleagues, the Programme Board, other perinatal and infant mental health funders, stakeholders and support agencies linked to this policy area.

Internal – Head of Funds, all colleagues working on other funds, other SMT, Finance, Admin and Communications teams. You will also have a relationship with our Board of Trustees.

In this role you will work alongside one other colleague (working on Perinatal and Infant Mental Health 1 day per week) and line manage the Perinatal and Infant Mental Health Fund Support Coordinator who also works 3 days a week.

You will also work closely with the core team of Inspiring Scotland – including finance and communications.

Working Arrangements

This position is a 10-month maternity leave cover and is 3 days a week which can be delivered flexibly. Your role is home based for contractual purposes, however, you will be expected to travel across Scotland to meet with your charities, support their work in delivering fund outcomes. You will also be required to attend regular meetings at Inspiring Scotland's office in Edinburgh, post C19 lockdown being lifted.

Please note that due to the coronavirus pandemic, Inspiring Scotland will closely follow guidelines for safe working. Currently all Inspiring Scotland team members are working from home and travel will only be permitted when it is deemed safe to do so.

You will report to the Head of Funds.

Start date will be end of June or ASAP if possible to start earlier.

Skills and Experience

- A skilled and experience professional with a good understanding of and empathy towards perinatal and infant mental health
- High levels of emotional intelligence and people skills
- Skills in project development and support, having worked alongside others to inspire improvement and enhance social impact
- Experience of working with charities and third sector organisation to drive social change
- Knowledge of Fund-raising including public contracts, trusts and foundations, private individuals, Scottish Government
- Production of high quality reports and papers for internal and external publication
- Strong numeracy and analytical skills
- Strong communication skills, the ability to influence strategies and support their implementation
- Strong technology, IT and facilitation skills
- Educated to a degree level



Employee Benefits

Please note, all benefits Pro Rata for 0.6 FTE:

Remuneration	£36,000 - £43,000 (depending on experience)
Annual Leave	29 days annual leave plus 8 Public Holidays
Group Personal Pension	Employer contribution of 9.25% of your basic salary
Private Health Cover	Individual membership with option to cover family members at own cost
Car Allowance	Where your role requires travel, you are entitled to a car allowance of 7.62% of your basic salary
Death in Service Cover	You will be included in Inspiring Scotland's Group Death in Service policy at an insurable amount of 4 times your basic salary
Home Based Contracts	With the exception of the first 10 miles to and from your home all business mileage will be reimbursed in line with our expenses policy.
Flexible Working	Inspiring Scotland have an award winning approach to flexible working which is widely adopted across the organisation

Useful Links and Resources

- Inspiring Scotland Website: <https://www.inspiringscotland.org.uk/>
- PIMH Fund Page: <https://www.inspiringscotland.org.uk/what-we-do/our-funds/perinatal-and-infant-mental-health/>
- PIMH Fund Twitter: <https://twitter.com/PIMHFund>
- PIMH Programme Board Delivery Plan: <https://www.gov.scot/publications/perinatal-infant-mental-health-programme-board-delivery-plan-2019-20/>

How To Apply:

If you are interested in this position, please email your CV and covering letter, including two references (one of which to be your most recent employer) to Peter Jones [peter@inspiringscotland.org.uk] before 5pm on Monday 25 May. Please let us know if you would like more information or an informal conversation about the role.

Please note, interviews will be held via video call on the afternoon of Thursday 28 May.

If you would like an informal chat about this role, please email Leanne@inspiringscotland.org.uk

Thank you for your interest.