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| **Job Title**  | **Intern – Autism & Learning Disability Funds** |
| **Inspiring Scotland**  | Inspiring Scotland is a registered Scottish charity. We currently support over 300 charities across 16 social-impact funds, manage £30m of charity grant-making each year and have over 50 full and part time employees. We are passionate about addressing inequality and improving the lives of people living in Scotland’s most vulnerable communities.Inspiring Scotland was formed to tackle the long-term, entrenched social problems faced by Scotland. Inspiring Scotland tackles these problems by raising funding from private individuals, trusts and foundations, Scottish Government and local authorities and investing in social funds addressing specific themes such as youth employability, outdoor play and learning, community development and mentoring for care experienced and vulnerable young people.We are a collaborative and supportive organisation and place high emphasis on team working, sharing best practice and learning both internally and externally. We view our staff as ambassadors for the organisation and all staff are expected to demonstrate high standards in all aspects of their work.We are a flexible employer having won or being shortlisted for national Family Friendly Awards and offer an excellent benefits package. |
| **Role Summary**  | Inspiring Scotland is looking for a bright, confident, and friendly individual with a real passion to promote inclusivity to join the Autism and Learning Disabilities Team on a fixed term contract. This role will run from April 2021 till end of September 2021 with the possibility to extend. The intern role will be an integral part of supporting Inspiring Scotland’s Autism and Learning Disability portfolios. You will be curious, pragmatic, ready to learn, highly organised and able to express ideas.You will spend your time working between both teams, 2.5 days on Autism and 2.5 days on Learning Disability. Your fund focus may vary throughout the year as fund workload fluctuates.We would welcome applications from people who identify as neurodiverse.  |
| **Working Arrangements**  | This is a full time Monday - Friday (35 hours per week) but we are happy to be flexible on this depending on your circumstances. Inspiring Scotland is a family friendly and flexible employer looking to ensure a work home life balance for all employees. This role is based at Inspiring Scotland’s offices for contractual purposes however you will be able to (and may be required) to work from home when appropriate. You may be required to undertake some travel for meetings and events |
| **Reporting to** | You will report to Bee Vellacott, Performance Advisor in the Autism Team.  |
| **Key Relationships**  | External – Funded charities throughout Scotland, Scottish Government policy colleagues, the Programme Board, Autistic People-led organisations, and key stakeholders including autism and learning disability charities across Scotland.Internal – Head of Funds, all colleagues working on other funds, other Senior Management Team, Finance, Admin and Communications teams. In this role you will work alongside four other colleagues – two Learning Disability Performance Advisors, two Autism Performance Advisors and the Comms and Programmes Coordinator who works across both portfolios. You will also work closely with the core team of Inspiring Scotland. |
| **Salary**  | £9.50 per hour9.25% employer pension contribution, benefits package and generous holiday package of 29 days annual leave plus 8 public holidays.  |
| **Role Purpose** | **Key Accountabilities/Responsibilities**  |
|  | As a key member of the Autism and Learning Disabilities Fund, your main tasks will involve:**Autism Specific*** General Admin – manage central mailbox e.g. respond to messages, take meeting minutes, send reminders and deadlines.
* Expenses - work with the finance team to arrange invoices for client work, arrange expenses for individuals who have attended events and support charity payments.
* Autism Advisory Forums – manage new applications to the forum, set up virtual forum meetings, maintain forum database, send communications to forum members (contacting participants, sending papers, and collating event feedback).
* Leadership Development Programme – aid planning and cohort management e.g. recruitment, communications, manage and maintain Microsoft Teams channels.
* Autism Newsletter – Support the re-development of the Autism Newsletter via Mail Chimp, this includes collating resources, emailing charities for input and monitoring stats.

**Learning Disability Specific*** General Admin – manage central mailbox e.g. respond to messages, take meeting minutes, send reminders and deadlines.
* Twitter Management – support the team in managing the @InspInclusion account
* Oversee Quarterly Reporting – support the portfolio to meet their deadlines, and collate the QRs for the report to Scottish Government
* Portfolio support sessions – attend and support the portfolio sessions, identify and manage external speakers.
* LD Newsletter – Support the development of the LD Newsletter via Mail Chimp, this includes collating resources, emailing charities for input and monitoring stats.

**General*** Ad Hoc Administration Duties – provided general support to the Autism and Learning Disability teams project and portfolio work.
* Diary Management – schedule meetings, including setting up virtual meetings and managing invites via software such as Eventbrite, Zoom, Microsoft Teams and SurveyGizmo.
* General Event Support - support organisation of regular calls and training, contacting participants, sending papers, collating feedback. Attend regular team and fund meetings.
* Database Management – update and maintain centralised fund contact lists via Salesforce. Continue to build database of charities and contact potential new charities to communicate the services that we offer.
* Office Support – supporting office reception through greeting office guests, answering phones, franking mail (when in office).
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| **Qualifications**  | * A qualification or relevant experience to this work is desired
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| **Essential Skills**  | * Strong communication skills, good emotional intelligence, and people skills
* Strong written and verbal communication skills that you can adapt for different audiences
* Strong numeracy and analytical skills
* Knowledge and interest in the voluntary sector, especially the promotion of inclusion
* A professional telephone manner
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| **Essential Experience**  | * Experience of office-related computer packages (e.g. word processing/spreadsheets etc.)
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| **Personal attributes needed in this role**  | * Adaptable and flexible in response to changing situations and demands
* Motivated, enthusiastic and self-starting with a commitment and drive for improvement
* A self-motivated individual who has the ability to plan and manage their own workload, supporting others when needed
* A team player who is comfortable collaborating with others to achieve shared objectives
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| **How to Apply**  | Please complete the Application Form and Equal Opportunities Form by 5pm on 15th April 21.  Please send this to recruitment@inspiringscotland.org.ukInterviews will be held week commencing 19th April 21. For more information, and for an informal chat, please contact Bee Vellacott bee@inspiringscotland.org.uk |