

# Performance and Impact Advisor

# The Role

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| **Job Title** | Performance and Impact Advisor |
| **Reports to** | Fund Manager |
| **Fund** | Employability (Our Future Now, Youth Action Fund, Building Brighter Future Fund) |
| **Location** | Your role is office-based for contractual purposes, however you will be able to agree a work pattern which can include working from home The role will involve travel to attend meetings and occasional events. |
| **Contracted Hours** | 35 hours per week (Will consider 28 hours per week (0.8 FTE depending on experience) |
| **Salary & Benefits** | £ 28,000 - £32,000 per annum FTE, dependent on experience.  9.25% employer pension contribution (salary sacrifice scheme available).  Full private medical insurance with option to include family members.  4 x salary Death in Service cover.  29 days annual leave plus 8 days public holiday.  We offer a positive and supportive work environment alongside regular training and development opportunities.  We have an active wellbeing programme led by the staff team as well as a calendar of social events and team building days. |
| **How to apply** | Deadline for applications: **5pm Thursday 8th December ’22**. Apply by completing an application form and sending it to [recruitment@inspiringscotland.org.uk](mailto:recruitment@inspiringscotland.org.uk).  Interviews will be held in Glasgow on **Wednesday 14th December ’22**. |
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**Fund Context**

Our Future Now, Building Brighter Futures and the Youth Action Fund deliver employability support to young people that face challenges in progressing to a successful future.

The Fund Model is based on a long term commitment, a clear focus on outcomes, financial and non-financial support and rigorous evaluation and high quality reporting.

The portfolios deliver holistic, person centred support to young people to enable them to overcome barriers, improve their health and motivation, develop self-belief, drive and ambition and to ultimately help them to move into fair work, further/higher education or good quality training.

The portfolios report on soft outcomes (life skills), progression milestones (tangible qualifications/achievements) and employability outcomes (employment, training, education, volunteering).

**Role Purpose**

The main function of the Performance and Impact Advisor is to support funded charities to effectively monitor and report on their performance, analyse and process performance data, inform Fund developments and produce reports for internal and external audiences.

As a critical friend you will oversee project payments and monitoring. You will support Fund Managers by helping to co-ordinate learning from funded projects, facilitate peer support opportunities, support new Fund development and wider sector development. You will drive efficiency and build and refine systems that inform continuous improvement and highlight success.

The Performance and Impact Advisor will work across the portfolios of funded organisations through the quarterly review process and will inform and ensure timely reporting internally and externally and payment to ventures.

The Employability team has a flat structure and due to recent increased investment, new programmes and processes are still being designed and implemented. You will therefore be responsive to the opportunity to shape and influence.

**Key Relationships**

External – Funded charities throughout Scotland, Scottish Government policy colleagues, private investors and other stakeholders.

Internal – Fund Managers, SMT, Finance, Admin and Communications teams. You will also have a relationship with our Board of Trustees.

# Personal attributes essential for this role

# Drive for results - A focused, motivated approach to delivering the PIA role and its wider responsibilities will be essential. An ability to work on one’s own initiative will be important as will a “self-starter” approach. The ability to engage, inspire and motivate ventures to deliver results will be an essential attribute

# Interpersonal sensitivity and emotional intelligence, engaging effectively with key stakeholders using high levels of interpersonal sensitivity and emotional intelligence. Within this, an ability to apply sound judgement will be important.

# Ability to work collaboratively in a small team.

# An interest in using one’s skills to support charities on the front line of improving the life chances of disadvantaged young people in Scotland.

# Essential skills and experience

* Proven ability to exercise judgement and deliver consistent decision-making within a high-volume environment
* Ability to build effective relationships and work well with a variety of stakeholders
* Experience of producing high quality reports and papers for internal and external publication.
* Experience of maximising the value of data.
* Confident in dealing positively at all levels of the charities to maximise the potential of The Matrix which is used to track progress and performance.
* Skills in project development and support, working alongside others to inspire improvement and enhance social impact.
* IT skills including the use of Microsoft Excel, Word, Outlook, PowerPoint and Salesforce.
* Ability to plan and organise work at operational level to deliver tasks to agreed timescales and standards, with regular re-prioritisation.
* Organisational and project management skills.
* Numeracy and budget management skills with attention to detail.
* Excellent administration skills.
* Responsive and empathetic customer service skills.
* Team development skills with the ability to inspire and motivate people.

# Qualifications – preferable

Educated to Scottish Credit & Qualifications Framework (SCQF) level 9 or equivalent relevant professional qualification and experience

# Preferable experience and Knowledge

* A track record of successful programme management, preferably grant management or financial control.
* Experience of working within a grants administration function.
* Awareness and understanding of the National Performance Framework
* Awareness of the relevant national action plans, strategies and organising frameworks that relate to employability.

# About Inspiring Scotland

Inspiring Scotland is a registered Scottish charity and one of the world’s largest venture philanthropy organisations. We currently support over 500 charities across 18 social impact funds. In 2021/22 managed over £34.5m of investment in charities and not-for-profit organisations. We have 60 full and part-time 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 staff 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 or been nominated for Family Friendly Awards three times.