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| **JOB DESCRIPTION** |
| **Job Title:**  | **Short Breaks Fund Manager** |
| **Base:**  | Shared Care Scotland offices – Dunfermline. (We are working towards introducing a hybrid model, and it is anticipated that the successful candidate will have flexibility to work remotely, with the anticipation that they will attend our office location two times per week.) |
| **Responsible to:** | Chief Executive, Shared Care Scotland  |
| **Salary:** | £33,000-£35,000 (plus pension) |
| **Hours:** | Full-time 35 hours per week, 5 days per week, Monday - FridayOccasional evening and weekend work may be required | Holidays | 36 days annual leave including public holidays |

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| JOB PURPOSE |
| The overall purpose of this post is to manage the operation and continuing development of the third sector Short Breaks Fund (SBF) programme, ensuring it is operated to the highest standards, achieves our strategic outcomes, and delivers the best possible outcomes for carers and cared-for people. |

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| KEY RESULT AREAS |
| * Achieve the Short Breaks Fund’s purpose and outcomes[[1]](#footnote-1) through effective strategic leadership of the SBF grants programme and its continuing development
* Effectively manage the SBF grant-making operations, including the timely and accurate management of plans, budgets, financial systems, project and programme monitoring and evaluation
* Deliver targeted capacity building support to SBF grant holders to strengthen and maintain their capabilities to deliver flexible, outcome-focused short breaks
* Increase the impact of the SBF through widespread sharing (and scaling) of learning from grants programmes across our networks, including to policy makers, commissioners, and short breaks providers
* Work collaboratively and proactively with colleagues to optimise the resources available by seeking ways to achieve greater synergy between our grants programmes, and with the wider work of Shared Care Scotland
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| **KEY TASKS AND RESPONSIBILITIES**  |
| The key tasks and responsibilities of the SBF Manager are:Grants management and administration* Prepare an annual SBF work plan and budget, and regularly review performance against outcomes, targets, and budgets providing regular activity and financial reports for the relevant management and governance committees
* Manage the SBF grant operations throughout the grant-making cycle, and any strategic initiatives, ensuring best use is made of available resources
* Manage and maintain a pool of suitably qualified grants assessors and grants panels, recruiting new members, and providing ongoing training and support as required
* With support from the Communications Manager, develop and implement a communications strategy that markets the SBF programme to our target audience, achieving a strong pipeline of applications
* Develop and implement a programme of support for prospective SBF applicants including application workshops and telephone/web support
* Develop and implement a programme of support for SBF grant holders including project visits, prioritising organisations for case management and additional support where required

Evidence gathering, learning & sharing* Jointly with the Grants Officer, develop and implement monitoring and evaluation processes for the SBF grant programmes to track and measure outcomes[[2]](#footnote-2) and impact, contributing to a robust evidence base
* Jointly with the Grants Officer, collate and analyse the SBF programme evaluations and produce end of grant reports
* Develop and commission a programme of learning and sharing activities that helps build the capacity and capability of grant holders, promotes the learning gained, and enhances the impact of their work
* In co-ordination with the Grants Officer, and with support from the Communications Manager, promote the evidence and learning emerging from our programmes through our social media channels, events, published information, and by other appropriate means

Influencing* Represent the Short Breaks Fund and Shared Care Scotland on relevant networks to exchange knowledge and experience, and benchmark practice
* Attend relevant conferences, meetings and speak at events on behalf of the Short Breaks Fund and Shared Care Scotland
* Jointly with the Grants Officer, develop and commission research and action learning to improve our knowledge and understanding of short breaks provision, taking account of any emerging themes from our grants programmes
* Actively stay up to date with legislative and policy developments affecting carers, particularly where these are relevant to the on-going development of the SBF programme
* Jointly with the Grants Officer, and with support from the relevant governance committees, use learning to develop our grant making to encourage and enable more creativity and innovation in third sector short breaks provision
* Contribute to the continuing operational and strategic development of Shared Care Scotland

This job description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder may be required to undertake other duties and responsibilities commensurate with the grade. |

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|  **PERSON SPECIFICATION** | ESSENTIAL | DESIRABLE |
| Educated to degree level or equivalent through experience | [x]  |  |
| Enthusiastic, proactive and passionate approach to work | [x]  |  |
| Experience and proven track record in delivery and achievement in grant management, including developing and implementing grant assessment systems, and monitoring and evaluating funded projects | [x]  |  |
| Excellent communication, presentation and interpersonal skills  | [x]  |  |
| Able to work across different stakeholder groups to create proactive working relationships | [x]  |  |
| High level of analytical skills with an ability to understand and interpret research information | [x]  |  |
| Organisational and planning skills to manage own time to meet deadlines and objectives | [x]  |  |
| Excellent written skills with experience of writing reports for different audiences | [x]  |  |
| Proficient IT skills including a working knowledge of web technologies, spreadsheets and databases | [x]  |  |
| Experience of preparing, monitoring and reporting on budgets | [x]  |  |
| Creative and entrepreneurial approach to managing tasks and problem solving | [x]  |  |
| Understanding of issues related to living with a disability and managing a long-term condition | [x]  |  |
| Able to work on own initiative with minimal supervision and to self-motivate | [x]  |  |
| Able to work effectively within a team and offer a hands-on approach | [x]  |  |
| Commitment to, and passion for, the purpose, aims and values of Shared Care Scotland | [x]  |  |
| Able to occasionally work flexible hours including evenings and weekends  | [x]  |  |

1. Ref: Short Breaks Fund Logic Model 2019 [↑](#footnote-ref-1)
2. Ref: Short Breaks Fund Logic Model 2019 [↑](#footnote-ref-2)