**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Job Title: | Grants & Learning Coordinator |
| Employer: | Age Scotland |
| Division: | Community Services |
| Team: | About Dementia |
| Geographical Focus: | Scotland – national |
| Location: | Edinburgh (Causewayside House) and home working (blended working) |
| Hours: | 35 hours per week (full time) |
| Salary: | £26,000 - £28,000 pa (depending on experience) |
| Contract: | Fixed term through to 31st March 2025 |
| Line Manager: | Manager, About Dementia |
| Job Purpose: | Oversee the management and evaluation of the small grants and peer-to-peer grants programme.  Capture and disseminate evidence and learning. |
| Main Deliverables: | **Grants**   * Work with About Dementia team, people with lived experience, and partners to develop the grants programmes. * Oversee the administration and management of all matters related to the small grants (and) peer-to-peer grants programme. * Ensure all grant activity and impact recording is maintained via Charity Log (Age Scotland’s management and information system) and that data is up to date and fit for purpose. * Work to support the inclusion of people living with dementia and/or unpaid carers in the assessment panels, enabling them to play a substantive role in decision making. * Build relationships with beneficiaries and support them to get the best out of the grant funding received. * Evaluate and capture evidence and learning gained through the grants programme. * Work with the Manager of About Dementia to monitor grant budget allocation and project outcomes.   **Learning**   * Contribute to the production of learning reports and publications, support information exchange and co-ordinate learning networks and events. * Feed learning into About Dementia sub-groups. * Keep abreast of policy developments in dementia care as well as in touch with Service Providers and Carer Organisations to seek out potential opportunities for funding. * Draw together learning from About Dementia and BOLD to capture through Dementia: A Whole Life Approach (volume 2). * Work closely with the About Dementia Policy Officer to ensure learning is integrated into policy and influencing work. * Work closely with the Communications Officer (Dementia) to ensure that funding opportunities are well publicised and that learning is effectively disseminated. * Represent About Dementia and promote the forum’s work at conferences, events, and meetings. |

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| Experience | **Essential**   * Experience of working in a grant funding and/or community development environment. * Experience of working with people from marginalised or underrepresented groups, and commitment to enabling and empowering change. * Experience of conducting evaluations and appreciation of policy development and influencing. * Experience of developing and implementing new processes and commitment to accurate record keeping. * Experience of managing budgets and closely monitoring spend.   **Desirable**   * Experience of working to empower people living with dementia and unpaid carers. * Experience of maintaining and updating databases. |
| Knowledge | **Essential**   * Commitment to person-centred approaches and a desire to bring about meaningful change at a national, local and individual level. * Highly IT literate and competent at working across a diverse range of data management systems. * Understanding of outcome focused evaluation techniques and associated tools, methods, and indicators. |
| Skills | **Essential**   * Excellent administrative skills and a high level of attention to detail. * Ability to listen to and engage with About Dementia members and activists to inform the work. * Superb communications skills and ability to adapt to a diverse range of audiences. * Ability to convey complex information in a transparent and accessible manner. * Highly developed interpersonal skills, commitment to supporting a diversity of voices and perspectives and an ability to build consensus within these. |
| Additional Requirements | **Essential**   * The role requires occasional travel in Scotland and the wider-UK, involving possible overnight stays. * Willingness to work from the Edinburgh office when required *(NB travel to and from a place of work does not count towards travel expenses nor can it be counted towards working time).* * A suitable home work space and furniture for occasional home working, with a good broadband connection. * Commitment to the aims and vision of Age Scotland and the ability to demonstrate those values in your work. * Commitment to equal opportunities. * Commitment to work alongside and support volunteers. * Employees are expected undertake any and all other reasonable and related tasks allocated by their line manager. |