**JOB DESCRIPTION**

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| 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.
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**PERSON SPECIFICATION**

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| 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.
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| 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.
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| 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.
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| 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.
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