



**INSPIRING** SCOTLAND

POSITION PROFILE

**Director of Funds**



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# Welcome Note from Celia Tennant, Chief Executive



Dear candidate,

Many thanks for your interest in this exciting role within Inspiring Scotland.

We have been working to make **Scotland** a better place since 2008 and believe Scotland's voluntary sector and community groups have a transformative effect on the lives of individuals in Scotland who otherwise may struggle due to life circumstances, poverty, or other disadvantages.

As Director of Funds, you will lead on a range of thematic funds, supporting the fund teams to deliver maximum value to the charities they support, sharing evidence and best practice across the organisation and wider network whilst identifying opportunities to influence social change.

You will work closely with a small but highly collaborative senior leadership team and our experienced board of independent directors, consisting of leaders with experience across the public, private and voluntary sectors, who share our vision and who are impatient to see change for those in Scotland who struggle daily.

Ultimately, Inspiring Scotland exists to make a difference; we support people committed to making change and get behind them.

If you are passionate about and believe that every person in Scotland can enjoy a happy, healthy life free from poverty or disadvantage, we would love to hear from you.



**Celia Tennant,**  
**Chief Executive, Inspiring Scotland**



Inspiring Scotland is a registered Scottish charity and one of the world's largest venture philanthropy organisations. Our business model combines financial support for individual organisations alongside tailored development support. This approach helps organisations to increase the scale and effectiveness of their activities, and to build greater capacity and resilience.

Our vision is for every person in Scotland to enjoy a happy, healthy life free from poverty or disadvantage. We believe Scotland's voluntary sector has a transformative effect on the lives of Scots who otherwise may struggle due to life circumstances, poverty, or other disadvantages. We are inspired daily by the commitment and drive shown by people working in the voluntary, and the people they support. We are driven to be more effective, to listen to those we work with, to change and adapt to achieve greater impact. We believe in harnessing the power of all sectors and long-term funding to make lasting change in peoples lives.

Since its beginning in 2008 Inspiring Scotland has raised money from private individuals, trusts, and foundations, as well as Scottish Government, and invested it in funds addressing specific themes, nurturing partnership through shared goals and interests. We currently support over 500 charities across 18 social-impact funds as the fund owner or the delivery partner/fund manager. In 2021-22 we managed over £34.5m of investment in charities and not-for profit organisations.

Our values drive all that we do:

- We are bold – We strive for a better Scotland
- We are knowledgeable - We work together and get results
- We are compassionate – We believe in opportunity for everyone
- We are effective – We change lives for the better

One of the main reasons for Inspiring Scotland's success is its people, who have been attracted from roles across the private, public and third sectors by the opportunity to make a difference and work for an organisation that is forward thinking, and people focused.

As an organisation we believe that providing job satisfaction and a work-life balance for our staff is the right thing to do. This has been recognised through winning numerous industry awards including the Institute of Directors Award for Family Friendly and Flexible Working and Scotland and the UK's most Family Friendly Third Sector Employer.

For more information please visit: [www.inspiringscotland.org.uk](http://www.inspiringscotland.org.uk)



Reporting directly to the Chief Executive you will lead on a range of thematic funds, currently shown below, and seek opportunities to grow the portfolio and strengthen delivery of the strategic theme “Fulfilling Lives”. You will support fund teams to deliver maximum value to the charities they support, and share evidence and best practice across the organisation and wider network, whilst identifying opportunities to influence positive change. You will also share responsibility, with the appropriate Programme and Fund Managers, for all business development, income generation and fundraising activities for designated funds within your portfolio.

- **Link Up:** Focused on ending generations of disadvantage and stopping the cycle of poverty by connecting people, championing ability, inspiring and encouraging ideas, and by listening to people in the community. This ensures increased engagement with the most marginalised and vulnerable people who have been left behind for so long
- **Learning Disabilities:** Works towards the aims of the Key to Life Strategy that recognises that people with disabilities have the same aspirations and expectations as everyone else and is guided by a vision shaped by Scottish Government’s ambition for all citizens
- **Autism:** Focused on raising understanding about the needs of autistic people and the challenges they face, as well as highlighting the strengths and diversity that autistic people bring to society
- **Creative Communities:** Focused on supporting and empowering communities to develop new initiatives involving culture and creative arts





## Key priorities of the role include:

- Provide strategic leadership to relevant fund teams (c10 staff) ensuring the effective delivery of all programmes and maximum social impact
- Support the design and development of new funding programmes, taking a lead role on all business development and fundraising activities for designated funds
- Build strategic relationships, developing and maintaining a diverse network of key stakeholders and funders (Scottish Government, Charitable Trusts and Foundations and Private individuals) to maximise social impact from programmes delivered
- Effectively inform and influence external stakeholders by providing robust evidence and highlighting both current and potential future impact of programmes to secure either continued or new funding / income
- Actively scan the horizon keeping up to date with relevant policy and investor developments to ensure continuing relevance of designated thematic funds, and to identify future opportunities for social impact and sustainability
- As a member of the leadership team directly support and share responsibility for the delivery of Inspiring Scotland's strategy, key priorities, and ongoing organisational development

## Key Responsibilities

- Develop and lead the implementation of individual fund strategies ensuring maximum social impact, whilst also continuously evaluating how designated funds and teams are delivering, ensuring fund objectives are delivered optimally and effectively
- Act as the functional lead for improvement of fund management processes, internal learning, and knowledge management
- Manage the overall performance of designated funds; people management; fund budgeting; resource management; including sign off on investments to charities and making recommendations to the Board
- Design, develop and deliver new funds. Support fund design, develop fund materials, application & assessment processes, communication, and promotion. Build evaluation frameworks and monitoring and reporting systems that effectively measure impact consistent with fund aims. Disseminate learning from fund activities and outcomes
- Build and maintain networks and contacts related to designated thematic areas to promote Inspiring Scotland and the social impact of all programmes. Establish excellent working relationships with key contacts, within relevant funders, using your impact and influence
- Develop and deliver external relations objectives raising the profile of the organisation within the third sector, government, academia, and the private sector. Build relationships with key stakeholders and visibly collaborate to deliver our mission and generate future income and new opportunities to make a difference
- Develop and implement communications, marketing and influencing activity including use of all relevant social media in collaboration with the communications team. Create interesting



and relevant content for appropriate channels, including blogs, articles, thought pieces and presentations that promote and raise awareness of funds aims

- Provide leadership, guidance and development to colleagues ensuring they feel valued, encouraged, and able to deliver their best. Model Inspiring Scotland's high-performance culture, promoting and collaborating to deliver results
- As a member of the senior leadership team, fully participate in the setting of priorities for the organisation, delivering by managing organisational risk, contributing to good governance, and making recommendations to the Board of Trustees
- Act as the Strategic and Executive lead for Carbon Reduction (ensuring Inspiring Scotland becomes Net-Zero by 2045) and championing the Climate Justice theme. Work with SLT and colleagues to develop appropriate action plans to meet strategic objectives (Year 1 – 5)

## Key Relationships

- External – Investors, Charities, Funders, Scottish Government, Local Authorities, Public Sector bodies and other stakeholders across all sectors
- Internal – Board of Trustees, Senior Leadership Team, Management Team, direct reports, colleagues





Demonstrating a strong commitment to Inspiring Scotland's mission, vision, and values, the successful candidate will be an inspirational and ambitious leader with a proven track record of strategic management. Relevant experience of business development and securing funding and investment will also be essential.

A proactive self-starter able to manage multiple priorities and make sound decisions using initiative, you must be able to demonstrate the ability to develop and maintain relationships with a diverse range of stakeholders and effectively network and influence at a senior level.

## Skills, Knowledge, and Experience

- Qualified to SCQF Level 9 (degree level) or equivalent professional qualification and experience
- Excellent people management and leadership experience, engaging in a collaborative way across all levels/teams in an organisation, coupled with the ability to grow both individual and organisational capacity
- Direct experience of managing complex programmes and project. Proactive self-starter who can manage multiple priorities and make sound decisions using initiative to achieve successful outcomes
- Experience of financial planning and budgeting as well as strategic, business, and operational planning
- Demonstrable experience of nurturing relationships with people, partners and networks across distinct functions and stakeholder groups to generate valuable insights and gauge impact using different methods
- A broad awareness or the ability to quickly gain an understanding of current and emerging policy and strategic thinking as well as the key players within your designated areas of responsibility (funds)
- Experience of implementing organisational learning & development initiatives
- Excellent written and verbal communication skills, presenting complex and often sensitive information clearly for diverse partners and audiences through various channels
- The ability to use resources effectively, working with colleagues and Board Trustees to identify opportunities and manage risks around fund and programme development
- High levels of numeracy, organisational, analytical and project development skills
- Able to self-manage, be adaptable and resilient in handling demanding situations whilst managing own and supporting others wellbeing
- Excellent digital and IT skills: competency in PowerPoint, Microsoft Word, Outlook, Excel, and knowledge of Salesforce or other database management advantageous



## Personal Attributes

- Results driven with direct experience of delivering outcomes through and with others by engaging, inspiring, and motivating relevant stakeholders
- The ability to think creatively and solve problems, approaching tasks with curiosity - reflecting, adapting, and identifying implications for the organisation, individuals, and society
- The ability to demonstrate the highest standards of discretion and integrity
- Humility – we aspire to be the best, yet strive to be humble





<b>Salary:</b>	£65,000+
<b>Annual Leave:</b>	29 days annual leave & 8 Public Holidays
<b>Pension:</b>	Group Personal Pension (Employer contribution of 9.25%)
<b>Private Health Care:</b>	Individual membership - with option to cover family members at own cost

## The Recruitment Process

The recruitment process is being handled by our retained advisors, Livingston James.

Douglas Adam at Livingston James will conduct first stage interviews prior to discussing candidates with Inspiring Scotland at the shortlist meeting.

Interested candidates should provide a tailored CV and covering letter, outlining interest and suitability, to [douglasadam@livingstonjames.com](mailto:douglasadam@livingstonjames.com)

