

JOB SPECIFICATION

JOB TITLE:	Programmes and Practice Officer (12 months fixed term)
FUNCTIONAL AREA:	Programmes and Practice
LOCATION:	Robertson House, Glasgow
REPORTING TO:	Programmes and Practice Manager
SALARY BAND:	Grade 3 - £39,906

MAIN DUTIES/RESPONSIBILITIES

Job Purpose

To assist and support the Programmes & Practice Manager and the wider organisation with developing and delivering our thematic areas, enabling collaboration, in line with the Trust's strategy by:

- Developing and delivering plans around influencing, social change and impactful proactive programme awards
- Supporting the Trust's relationship management for our programme award grantholders, and others as required.
- Building the Trust's connections, networks and subject-expertise within poverty and trauma across stakeholders in our thematic areas (including policy makers and decision takers at national and local level).

Key responsibilities

Developing and delivering plans around influencing, social change and impactful proactive programme awards:

- Consider potential influencing opportunities, maintaining a clear focus of the Trust's strategic aims, influencing the behaviours of others best able to have a significant impact in tackling poverty and trauma in Scotland.
- Support the Trust's role in influencing and delivering social change in Scotland, in line with priorities agreed with the Programmes and Practice Manager and across the organisation.
- Contribute to developing new ideas for proactive programme awards, working collaboratively across the Trust and with our stakeholders.
- Work with Programmes & Practice Manager to ensure plans for programme awards are coherent across themes to deliver on the Trust's strategic aims.
- Work closely with grantholders and stakeholders to provide and gain insights to feed into future programme activity and the work of the Trust as a whole.

Support the Trust's relationship management for our programme award grantholders, and others as required:

- Support project, programme and relationship management for funding awards, in line with the Trust's governance arrangements, good practice and legal obligations, ensuring we maximise the opportunity for learning and delivering impact.
- Support the implementation of a relational approach to programme management, tailoring our relationship to the needs of the grantholder, the organisation and the potential for impact from our work.
- Work collaboratively with the Learning Team to develop core learning questions and insights to apply the Trust's Insights and Impact Framework.

Build the Trust's connections, networks and subject-expertise across stakeholders in our thematic areas (including policy makers and decision takers at national and local level):

- Work collaboratively to develop and deliver the Trust's thematic and strategic aims (internal and external), identifying opportunities and challenges.
- Work to contribute to the Trust's cross-team staff groups focused on each of our themes – known as Theme Teams – to help to shape our thematic work across what we do to fund, support and influence.
- Build relationships and connections with relevant stakeholders including external expertise, policy makers and decision makers.
- Build participation by experts by experience into our strategy, plans and the work we fund, support and undertake to influence.
- Build policy knowledge and subject expertise across the Trust's strategic interests.
- Represent the Trust externally, including in relation to communications and events as required.

Other responsibilities

- Contribute to work supporting cross-cutting themes for the Trust, for example Equity Diversity Participation and Rights and Climate Change
- Adopt and demonstrate the Trust's values

Signed by:	Russell Gunson	Date	March 2025
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PERSON SPECIFICATION FORM

FUNCTIONAL AREA: Programmes and Practice	VACANCY REF. No:
JOB TITLE: Programmes and Practice Officer	LOCATION: Robertson House, Glasgow

THE EMPLOYEE	ESSENTIAL	DESIRABLE
Qualifications/Experience What educational attainments must the candidate possess? What professional/technical skills and knowledge are important, and what kind of job experience should the candidate have?	<ul style="list-style-type: none"> • Relevant experience of working in a field related to poverty and/or trauma • Strong understanding of the third sector in Scotland, and independent funders in Scotland and across the UK • Experience of developing and delivering programmes of work to achieve demonstratable impact and/or influence • Understanding of what makes for a positive funding relationship, either from the funder/funded organisation perspective • Potential to develop an in-depth understanding of the policy and political environment in Scotland in relation to poverty and trauma • Proven ability to think creatively and imaginatively combined with a strong attention to detail (including strengths in time, workload and project management) • Experience of building relationships and networks to work collaboratively with internal and external stakeholders • Ability to work confidently using own initiative and prioritise conflicting priorities • Insight into/experience of inequality, social injustice, poverty or trauma through life, paid or unpaid work experience. 	<ul style="list-style-type: none"> • Relevant experience and/or knowledge of one or more of the Trust's thematic priorities (education pathways, financial security, nurturing relationships and work pathways) • Experience of undertaking policy work in Scotland with a demonstratable impact • Experience of grant management, programme management or other experience relevant to managing a range of funded projects at the same time
Special Aptitudes Are there any particular skills which are required for the job e.g. numerical, language, verbal reasoning etc.	<ul style="list-style-type: none"> • High emotional intelligence with ability to relate to a range of people from different backgrounds and roles. • A keen interest in politics and policy in Scotland and the potential to develop a strong political judgement to support influencing work 	
Circumstances In terms of personal circumstances, what will the job demand / provide?	<ul style="list-style-type: none"> • There will be some travel required, on occasions. • The Trust is committed to hybrid and other forms of flexible working. • The Trust is open to reasonable adaptations to overcome barriers. 	