

JOB DESCRIPTION

JOB TITLE:	Funding Officer: Advancing Racial Justice Fund (Fixed Term – 3 years)
FUNCTIONAL AREA:	Our Funds
LOCATION:	Robertson House, Glasgow
REPORTING TO:	Head of Funding
SALARY:	Grade 3 – £24,662 (£41,104 FTE) – 0.6 FTE

MAIN DUTIES / RESPONSIBILITIES

Job Purpose

The Funding Officer will have primary responsibility for managing the Advancing Racial Justice (ARJ) Fund. The ARJ Fund will work with Black and PoC communities to dismantle systemic racism, drive lasting social change, and advance racial justice in Scotland. The ARJ Fund aims to build the capacity and infrastructure of community organisations who have hands-on experience of the problem, to drive community-led movements for systemic change recognising the impact of intersectionality. The ARJ Fund will fund approximately 10 small Black and PoC community organisations and/or unconstituted groups over 3 years to develop and deliver antiracist systems change projects in Scotland. These will be organisations and groups with an average annual turnover of up to £200,000, that take an antiracist and intersectional approach, provide frontline service delivery to Black and PoC communities, and whose staff, leadership and Board are made up of at least 50% Black and PoC individuals. A minimum threshold of 50% of the grant funding will go specifically to Black-led community organisations and groups who meet the above criteria. The Funding Officer will contribute to building an antiracist and allyship approach across TRT and will be a member of the Funding Team, contributing to their team objectives in addition to cross team working through the Equity, Diversity, Participation and Rights Group.

Key responsibilities

- The Funding Officer: Advancing Racial Justice Fund will develop trusted relationships and have lead responsibility for co-ordinating the activity of key governance groups including:
- **Community Leadership Group:** A group of 10 Black and PoC community members will hold the mission and principles of the Fund jointly with the Enabling Group, making strategic and long-term decisions relating to the ARJ Fund; support outreach, engagement and community leadership activities of the ARJ Fund; and be a source of challenge and support for the Trust's internal antiracism process.
- **Community Decision Making Panel:** Black and PoC community members who are not applying to ensure no conflict of interest will make project funding decisions.
- **Enabling Group:** Members from the Trust's senior leadership, the Community Leadership Group, alongside an appropriate nominated representative of any other organisations providing investment in the ARJ Fund will jointly make strategic and long-term decisions relating to the ARJ Fund; enable impactful delivery of systems change projects by brokering relationships and creating access to decision-making spaces for Cohort members; share and implement learnings from the Fund; and champion the sustainability of the Fund and the funded Cohort.
- The Funding Officer: Advancing Racial Justice Fund will also support the Cohort of funded organisations to ensure impactful delivery of systems change projects; reflect on and communicate what they need to be more sustainable, impactful organisations; engage in peer-to-peer accountability and support; and be accountable to their communities.

- They will also have a role in appointing and working closely with partners who will provide training, coaching, support and development for the cohort and a learning partner(s) who will be responsible for learning, monitoring and evaluation at project and fund levels.

The work will take place in three phases:

- **The Connect & Engage Phase** to map and connect Black and PoC organisations and groups across Scotland, and carry out the application process to determine the Cohort of funded organisations and groups. This will happen collaboratively with the newly established Community Leadership Group. The Phase is expected to last from August 2025 to December 2025.
- **The Nurture Phase** is a funded ideation and development phase, for the Cohort of funded organisations and groups to research, design and develop systems change projects with support from the ARJ Fund. The Phase is expected to last from January 2025 to March 2026.
- **The Action & Learning Phase** is the delivery phase of the ARJ Fund, where grants will be provided for all projects developed in the Nurture Phase and the systems change projects will unfold. The Phase is expected to last from April 2026 to March 2029.

Signed by:	Zoe Ferguson	Date	May 2025
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PERSON SPECIFICATION

FUNCTIONAL AREA: Funding	VACANCY REF. No:
JOB TITLE: Funding Officer: Advancing Racial Justice Fund	LOCATION: Robertson House, Glasgow

THE EMPLOYEE	ESSENTIAL	DESIRABLE
Experience, Skills and Capabilities	<ul style="list-style-type: none"> • Commitment to TRT's Mission, the ARJ Fund Mission and ways of working aligned with TRT Values. • Lived experience, antiracist knowledge (especially in funding sector), and understanding of Black and PoC community organisations and groups. • A track-record in working with communities at grassroots level. • Excellent inter-personal skills, demonstrating a high degree of adaptability as well as cultural competence, care, consistency and presence in working with people from diverse backgrounds. Excellent listening, analysis and responding skills. • Being strategic, creative and clear in planning, day-to-day working and communicating. • Project and budget management skills and experience. • Experience of working in a strong Equity, Diversity, Inclusion and Belonging practice environment. 	<ul style="list-style-type: none"> • Experience of making connections and influencing across a range of organisations. • Excellent communication and presentation skills for a range of diverse audiences. • Experience of supporting teams and organisations to develop and embed learning as a core part of their 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 pattern of work will be responsive to the needs of ARJ Fund grantholders and may involve some activity outside of core hours • The Trust is committed to hybrid and other forms of flexible working • The Trust is open to reasonable adaptations to overcome barriers. 	