

JOB SPECIFICATION

JOB TITLE:	Programmes Officer (Social Change Movements)
FUNCTIONAL AREA:	Programmes and Practice
LOCATION:	Hybrid. Primary location: Robertson House, Glasgow
REPORTING TO:	Programmes Manager (Social Change Movements)
SALARY BAND:	Grade 3

MAIN DUTIES/RESPONSIBILITIES

Job Purpose

To support the Programmes Manager (Social Change Movements) and the wider team to strengthen the Trust's approach to securing big change that lasts on preventing and reducing poverty and trauma, in line with The Trust's strategy, including through our long-term change funding stream (known as Programme Awards):

- Funding - work with colleagues, including within the Programmes and Practice Team, to deliver plans for cohorts of proactive Programme Awards around key priorities (social movement funding), helping to deliver significant long-term impact as part of a planned budget rising to up to £10m per year.
- Building social movements - deliver our approach to funding proactive work on influencing, systems change, social movements, campaigning, advocacy and policy change.
- Stakeholder engagement - support work to build the Trust's connections and networks across our four thematic areas of Education Pathways, Financial Security, Nurturing Relationships and Work Pathways (including potential grantholders, peers, policy makers and decision takers at national and local level).
- Programme Awards - Work with colleagues, including the Programmes and Practice team, to support development, assessment and management of our responsive Programme Awards.

Key responsibilities

Funding - work with the existing Programmes and Practice Team to deliver plans for cohorts of proactive Programme Awards around key priorities, helping to deliver significant long-term impact as part of a planned budget of up to £10m per year.

- Support the Programmes Manager (Social Change Movements) in developing and delivering our key long-term change priorities for our most proactive Programme Awards, what we call social movement funding, as agreed by the Head of Programmes and Practice.
- Support the Programmes Manager (Social Change Movements) in developing an approach and plan for funding cohorts of these 'social movement' Programme Awards .

- Support the development of new ideas for cohorts of proactive 'social movement' Programme Awards, within the Trust's strategy and delivery plans, working collaboratively with our stakeholders.
- Contribute to ensuring plans for proactive 'social movement' Programme Awards cohorts are coherent with the rest of our Programme Award work, led by the Programmes and Practice Team, and with the Trust's wider work across our themes and strategic aims.
- Work closely with grantholders, stakeholders and colleagues to provide and gain insights to feed into future programme activity and the work of the Trust as a whole.

Building social movements - deliver our approach to funding proactive work on influencing, systems change, social movements, campaigning, advocacy and policy change.

- Consider potential indirect influencing opportunities (influencing through the projects we fund) and social change opportunities, maintaining a clear focus of the Trust's strategic aims, influencing the behaviours of others best able to have a significant and lasting impact in tackling poverty and trauma in Scotland.
- Support development of the Trust's role in indirect influencing (through the projects we fund) and delivering social change in Scotland, in line with priorities agreed with the Programmes Manager (Social Change Movements) and the Head of Programmes and Practice and across the organisation.

Stakeholder engagement - support work to build the Trust's connections and networks across our four thematic areas of Education Pathways, Financial Security, Nurturing Relationships and Work Pathways (including potential grantholders, peers, policy makers and decision takers at national and local level).

- Contribute to building relationships and connections with relevant stakeholders including external expertise, policy makers and decision takers. This role will support broader stakeholder engagement to support the development of funding priorities, with the Influencing Officer supporting engagement with direct influencing stakeholders. Engagement with higher level stakeholders will be undertaken by the Programme Manager (Social Change Movements) or the Head of Programmes and Practice.
- Build participation by experts by experience of poverty and trauma into the core of our strategy, plans and the work we fund, support and undertake to influence.
- Help to build policy knowledge and subject expertise across the Trust's thematic and strategic aims (internal and external), identifying opportunities and challenges.
- Work collaboratively to develop relationships and connections with other funders in Scotland, and others with influence in relation to our themes.
- Represent the Trust externally, including in relation to communications and events as required.
- Work closely and collaboratively to ensure our work is evidence-based including inputting in to and drawing on the Trust's Impact and Insights Framework.

Programme Awards - work with colleagues, led by the Programmes and Practice team, to support development, assessment and management of our wider Programme Award portfolio.

- Support development work for specific projects and broader priorities within our responsive Programme Awards and for our proactive work.
- Support our assessment and decision-making processes across our Programme Awards funding stream.
- Support grant management of our responsive and proactive Programme Awards.
- Help to build cohorts of Programme Awards to strengthen impact on preventing and reducing poverty and trauma in Scotland.

Other responsibilities

- Adopt and encourage a collaborative mindset contributing to the work of the Trust as a whole.
- Contribute to work supporting cross-cutting themes for the Trust
- Adopt and demonstrate the Trust's values.
- Any other reasonable duties as required.

Signed by:		Date	
-----------------------	--	-------------	--

PERSON SPECIFICATION FORM

FUNCTIONAL AREA: Programmes and Practice	VACANCY REF. No:
JOB TITLE: Programmes Officer (Social Change Movements)	LOCATION: Robertson House, Glasgow

THE EMPLOYEE	ESSENTIAL	DESIRABLE
<p>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?</p>	<ul style="list-style-type: none"> • HNC/D, or equivalent relevant experience. • Relevant experience of working in a field related to poverty and/or trauma • Experience of working in teams to achieve demonstrable impact and/or influence • An understanding of the policy and political environment in Scotland in relation to poverty and trauma. • Potential to develop an understanding of delivering social change – including through influencing, policy, systems change, campaigning and social movements. • Strong understanding of the third sector in Scotland, and independent funders in Scotland and across the UK • Understanding of what makes for a positive funding relationship, either from the funder/funded organisation perspective. • Experience of managing funding cycles, including assessment, decision making and grant management, programme management or other relevant funding experience. • Ability to critically assess funding proposals/applications and identify strategic fit with organisational goals 	<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 demonstrable impact. • Experience of working in successful influencing, systems change, campaigning and/or advocacy projects. • Understanding of systems thinking and its application to social change.

	<ul style="list-style-type: none"> • 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. 	
<p>Special Aptitudes Are there any particular skills which are required for the job e.g. numerical, language, verbal reasoning etc.</p>	<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. • A commitment to co-production and bringing lived experience into the heart of work. • A strong interest in how social change takes place and how it can be delivered to prevent and reduce poverty and trauma in Scotland. 	
<p>Circumstances In terms of personal circumstances, what will the job demand / provide?</p>	<ul style="list-style-type: none"> • There will be some travel required in Scotland, broadly on a quarterly basis. • The Trust is committed to hybrid and other forms of flexible working. • The Trust is open to reasonable adaptations to overcome barriers. 	