Job Description

Job Title: Funding and Projects Officer
Reports to: Director of Language Planning and Community Developments
Location: Great Glen House, Inverness

Context

Bòrd na Gàidhlig (the Bòrd) is an executive Non-Departmental Public Body established under the Gaelic Language (Scotland) Act 2005. It is the principle body in Scotland responsible for promoting Gaelic development and providing advice to the Scottish Ministers on Gaelic issues and education. Its purpose is to grow the use of Gaelic in Scotland. Much of the Bòrd’s work focuses on developing and overseeing the National Gaelic Language Plan, together with assisting the development and monitoring of Gaelic Language Plans (GLPs) by other organisations, which underpin Gaelic language development.

The Bòrd works to promote Gaelic and strives, in partnership with the Scottish Government, Local Authorities, Public Bodies, Gaelic organisations, and the people of Scotland to improve the status, learning and use of the language. The Bòrd’s vision is to secure a sustainable future for Gaelic in Scotland and to see Gaelic increasingly used as the language in the home, community and public life.

The Bòrd runs a number of different funding schemes to support the development of the Gaelic language. Many of the funded bodies are small, with the result that there may be well in excess of 150 small-scale community-based schemes or projects being funded at any one time, as well as more significant and long-term funding relationships with partner bodies, for which there are funding agreements in place, and one-off projects with public or other bodies implementing a Gaelic Language Plan.

The Bòrd also initiates projects which contribute to the National Gaelic Language Plan’s ambitions. This role will have responsibility for establishing and implementing these in conjunction with other specialist officers within the Bòrd. These are frequently based on collaboration with one or more partners.

The post-holder will work closely with the Director of Gaelic Language Planning and Community Development and with the Director of Gaelic Education.

The post-holder will be responsible for leading the funding process, from application through to completion, agreeing and monitoring funding agreements with a range of organisations and ensuring that projects deliver agreed outcomes, whilst contributing to the Bòrd’s strategic aims and those of the National Gaelic Language Plan.
Purpose of Role

Responsible for the implementation and monitoring of the Bord’s assessment and management processes with regards to the provision of funding agreements, grants and contracts with outside organisations.

To assist the Bòrd’s management team to agree, implement and monitor funding agreements to ensure funded projects meet their stated objectives and contribute to the Bord’s strategic aims and those of the National Gaelic Language Plan.

To lead on the establishment and implementation of Bòrd-led development projects which contribute to the Bord’s strategic aims and those of the National Gaelic Language Plan.

Key Objectives

1. To lead on the Bòrd’s funding schemes, from application stage through to project completion.

2. To monitor the financial and developmental performance of agreed projects, ensuring that they deliver on agreed outcomes, whilst contributing to the Bord’s strategic aims and those of the National Gaelic Language Plan.

3. To lead on developing and implementation of Bòrd projects, from initiation stage to project completion.

4. To ensure a high level of customer satisfaction amongst existing and potential grant recipients.

Specific Duties

1. To develop grant scheme guidelines and application forms, in collaboration with Senior Management Team (SMT), and to publish them.

2. To lead on the assessment of funding applications and in accordance with the Bord’s assessment criteria, culminating in recommendations to the SMT and / or the Bòrd.

3. To prepare and distribute funding agreements in collaboration with budget holders.

4. To provide general funding advice and support to award partners and potential applicants.

5. To manage the caseload of grants awarded, monitoring compliance with the set terms and conditions.

6. To monitor funding programmes, using approved systems and processes, that meet stringent compliance and governance standards, in line with Scottish Government and audit requirements.

7. Maintain paper and electronic records, files and statistics in relation to Bòrd na Gàidhlig funded projects and in accordance with the General Data Protection Regulation (GDPR) for the purposes of publicity, monitoring and marketing.
8. To lead on the development of projects which the Bòrd seeks to implement, in collaboration with the SMT.

9. To implement projects, in collaboration with other Bòrd officers and partner organisations.

10. To provide regular information and updates to the SMT, to ensure objectives and performance targets are met.

11. To produce informative and timely reports, recommendations and presentations for the SMT, to help decision making.

12. To contribute to leadership, strategic direction, and the efficient management of the Bòrd.

13. To undertake any other reasonable duties in the furtherance of the aims of National Gaelic Language Plan and as directed by the Head of Finance.

**Competencies, Experience and Qualifications**

It is *essential* candidates for this post can demonstrate:

a. Good communication skills, including fluent conversational and written Gaelic, for a customer-facing role

b. Good communication skills, including fluent conversational and written English, for a customer-facing role

c. Good organisational, planning and project management skills.

d. An ability to influence managers and leaders.

e. Strong analytical skills and administrative skills.

f. Good standard of numeracy and financial awareness

g. Practical experience of Gaelic language development and / or Gaelic language planning.

h. Proven ability to work autonomously.

i. Competence in commonly used software e.g. Outlook, Word, Excel, Internet Explorer.

j. Educated to SCQF Level 7 (HNC) above and / or with 3 years’ experience in a related field.

2. It is *desirable* candidates for this post can demonstrate:

k. Ability to apply policies to different practical situations.

l. An ability to undertake some travel, including to rural areas and islands within Scotland.

m. Full UK driving licence.
Additional Information

Disclosure Scotland:-
As part of Scottish Government Baseline Security Standards, Bòrd na Gàidhlig will arrange a Disclosure Scotland check for all successful candidates.

Closing date and time for applications:-
5pm on Monday 7th May 2018

Date and location for interviews:-
Wednesday 23rd May 2018, Inverness

Direct Reports: N/A

Grade and Salary: B2 (£28,594 - £32,773)
New entrants will normally start at the minimum level of the pay range with permanent posts eligible for annual incremental progression, subject to Bòrd policy.

Contract: This is a full-time, permanent position.

Benefits: Employees with permanent contracts, or temporary contracts lasting 3 months or more, become members of the Highland Council Pension Fund, unless they apply to opt out.

Relocation expenses where permitted by the Bòrd’s policy.

Applicants for this post should note:

- This post may require travel from time-to-time, which may involve overnight stays away from home.

This is a description of the job as it is presently constituted. It is normal practice to review job descriptions from time to time to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed.