

<b>POST TITLE</b>	Co-Head of Regenerative Futures Fund
<b>SALARY</b>	£51,090 per annum (prorated for part time)
<b>LOCATION</b>	Edinburgh
<b>WORK PATTERN</b>	Full-time (proposals for part-time, compressed, or flexible working arrangements will be welcomed)
<b>CONTRACT</b>	Permanent (programme due to run until 2035)
<b>LINE REPORTS</b>	1 (Participation Lead)

## Background

Throughout 2023 a wide network of grassroots community organisations, local campaigners, funders, local authority leaders and facilitators came together around a vision for a new long-term community fund for Edinburgh.

After a period of co-design, learning and fundraising the Regenerative Futures Fund is now entering its operational phase.

## Role Overview

Foundation Scotland is excited to invite applications for the role of Co-Head of the Regenerative Futures Fund.

This innovative, ten-year fund aims to tackle the root causes of poverty and racism while contributing to a just green transition in Edinburgh.

We are now recruiting a new Co-Head to work alongside the current Head. The Co-Head roles will collaboratively shape the direction of the fund, with each Co-Head focusing on distinct but complementary areas.

## What We Are Looking For

We are seeking a dynamic, collaborative, and inclusive leader, for the role of Co-Head. This person will lead participation, evaluation, learning and communications. The Co-Heads will work closely together, and while each has distinct areas of focus, responsibilities will be shaped collaboratively based on their skills and interests.

We are looking for someone with a passion for social justice, particularly at the intersection of poverty, racism and environmental challenges. We encourage candidates from diverse and non-traditional career paths, including those who have navigated these systemic barriers.

## Co-Head: Participation, Evaluation, and Communications (This Role)

### Responsibilities:

#### *Monitoring, Evaluation, and Learning:*

- Lead the monitoring, evaluation, and learning processes, working closely with community organisations to gather evidence and data creatively and proportionately.
- Gather stories and amplify the voices of people and communities with lived experience of poverty and racism with examples of hope and change.
- Develop and create impact reports and present findings with funders and partners.
- Manage relationships with any external learning and evaluation partners.
- Act as the primary liaison between the funded cohort and the Foundation Scotland impact and learning team.

#### *Participation and Decision-Making:*

- Recruit and support a local diverse decision-making panel with lived experience of poverty and/or racism.
- Facilitate the participation of individuals in decision-making and ongoing learning processes.
- Ensure the decision-making panel is effectively supported, and their work is monitored, documented, and reviewed regularly.

#### *Grantmaking and Programme Development:*

- Oversee grantmaking to ensure alignment with the fund's theory of change and standards.
- Co-design and oversee creative and developmental programmes for the cohort of funded organisations

#### *Partnerships, Collaboration, and Communications:*

- Lead communications across various platforms to influence systems change in the city.
- Act as the primary liaison between the funded cohort, the freelance communications team, and the Foundation Scotland communications team.
- Practice and support and encourage others to practice '[working in the open](#)' – showing the work we are doing as we are doing it to build knowledge and connections.

- Build collaborations with leaders across different sectors to support the funded cohort in achieving long-lasting impact on poverty, racism, and environmental restoration.

*Practice, Policy, and Field Building:*

- Contribute to local, regional, and national policy and practice development on core themes through talks, networking and writing and empower others within the programme to do the same.

*Management:*

- Line-manage the Participation Lead (to be recruited - initially a three-year post).
- Manage the freelance communications team members and other freelancers involved in programme activities.
- Provide routine management support for team colleagues, including task setting, workload management, and performance review against objectives.

*Development and Fundraising:*

- Support the other Co-Head in fundraising efforts and building and maintaining relationships with funders and donors.

**Co-Head: Operations, Governance, and Development (already in post)**

*Responsibilities:*

- Oversee the operational management of the fund, ensuring processes are efficient and compliant.
- Lead on governance matters, including adherence to legal and financial regulations.
- Drive the fund's development through resource mobilisation and stakeholder engagement.
- Collaborate with Co-Head (Participation, Evaluation, and Communications) to integrate data, learning, feedback and open working into the fund's strategy.
- Foster an inclusive culture within the team and with partners.

**Commitment to Diversity:**

While we strongly encourage all applications, we would be interested to hear from individuals with experience navigating the intersection of racism and poverty. Your

insights are crucial to our mission, and we value a diverse range of expertise, from grassroots activism to formal leadership roles.

We support flexible work arrangements to accommodate diverse needs.

### Person Specification

We seek a dynamic and committed individual with a passion for social justice, particularly at the intersection of poverty, racism, and environmental challenges.

This role involves designing, leading, and overseeing participation, learning, evaluation, impact measurement and communications, working between communities and funders.

We encourage candidates from diverse and nontraditional career paths. We welcome applications from people with disabilities and are committed to providing reasonable accommodations throughout recruitment and employment.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Evaluation, Learning &amp; Impact</b>	Proven track record in designing, leading, and overseeing monitoring, learning, evaluation, and impact measurement with communities.	Experience working on system change projects and programmes.
<b>Knowledge &amp; Insights</b>	Demonstrable knowledge and understanding, from work or learning, of the intersection between poverty and racism. Candidates with dual insights into systemic barriers caused by racism and the compounding effects of poverty are especially welcome.	Experience addressing systemic challenges related to environmental justice and its connection to racism and poverty.
<b>Interpersonal Skills</b>	Excellent interpersonal skills in building relationships and co-designing with representatives of different bodies from various sectors.	Experience in design of and facilitation of meetings and events.

<b>Project Management</b>	Experience of project and/or programme management.	Project management qualification and/or experience using related digital platforms.
<b>Decision-Making</b>	Experience supporting decision-making processes that address intersectional issues such as racism, poverty, and climate justice.	Ability to manage operational processes and procedures with a strong attention to detail.
<b>Line Management</b>	Experience managing employees, freelancers, and/or volunteers to ensure satisfactory performance and successful delivery.	
<b>Grantmaking</b>	Knowledge and understanding of grantmaking or funding, either as a recipient or a grantmaker, including reporting to funders.	
<b>DEI Commitment</b>	A strong commitment to Diversity, Equality, and Inclusion (DEI) and anti-racist practices.	
<b>Qualifications</b>	Degree-level qualification or equivalent experience (minimum five years) gained through work, community involvement, activism, or lived experience. Candidates with nontraditional career paths are encouraged to apply.	
<b>Communications</b>	Experience in developing and implementing or overseeing a communications strategy for a specific project or organisation.	Experience in developing and delivering communications output, such as newsletters, social media, podcasts, blogs,

		websites, and graphic design.
<b>Digital Proficiency</b>		Capable of using a range of digital platforms for productivity, management, and delivery of the role, focusing on MS Office suite, Salesforce, or other CRMs.

### Flexibility and Eligibility

- Eligibility to work in the UK.
- Willingness to work flexibly, including occasional evening events.

**Note:** *This co-leadership model is a new approach being trialled through the Regenerative Futures Fund. Even if you don't meet all the criteria but believe you have something valuable to contribute, please get in touch with Leah Black (Co-Head) for a conversation [leah@foundationscotland.org.uk](mailto:leah@foundationscotland.org.uk). Responsibilities and tasks can be developed collaboratively with the Co-Head.*

### The Benefits of Working for Us

In addition to a sense of fulfilment and the opportunity to connect with a wide range of people, Foundation Scotland offers the following benefits:

- A progressive pay system with benchmarked annual increases.
- Life Assurance at 3 times the annual salary.
- Defined contribution scheme with a 6% employer contribution.
- MS Office license for personal device use while employed by Foundation Scotland.
- 35 days of annual leave [including public holidays).
- Training and development opportunities.
- Flexibility in working patterns and homeworking options.
- Employee Assistance Plan.
- Up to 2 days paid leave to undertake volunteering opportunities.

In addition, due to the nature of this role being new, a co-leadership role and the different approaches being taken with this fund, the post-holder will be offered professional development and mentorship opportunities such as coaching and skill-building opportunities.

## The Interview Process

Our interview process is designed to be transparent and supportive. Here's what you can expect:

- **Pre-Interview Information:** We will provide detailed information about the process before the interview to ensure you feel prepared and confident.
- **STARL Framework Guide:** We encourage the use of the STARL (Situation, Task, Action, Result, Long-term impact) framework for responding to behavioural interview questions. This framework emphasises Learning/ long-term impact, helping candidates, particularly those from non-traditional backgrounds, to effectively showcase their skills and experiences. How to use [STARL](#)
- **Supportive Environment:** Our interview approach aims to create a comfortable environment where candidates can express their authentic selves.
- **Feedback Opportunities:** We provide feedback opportunities to help candidates reflect on their interview performance and areas for growth, fostering a learning mindset.

## How To Apply

1. **CV:** No more than three pages.
2. **Written Cover Letter:** No more than two pages.

## Video Cover Letter Option

Alternatively, candidates are welcome to submit a video cover letter as part of their application, highlighting their unique skillset or experience.

### Preferred Format and Tips

- **Duration:** Aim for around 2 minutes to keep your message concise and impactful.
- **Recording Device:** Use your phone, webcam, or video call platform like Zoom. If using your phone, record in **landscape mode (horizontal)** to ensure the video looks professional and fits standard video formats.
- **Filming Background:** Choose a simple, tidy background free from distractions. Natural light is best, so try filming near a window or use a lamp for additional lighting to ensure your face is well-lit. Ensure your background reflects a

professional or neutral environment, such as a home office, plain wall, or bookshelf.

- **Sound Quality:** Film in a quiet space to minimise background noise. Consider using earphones with a microphone or a dedicated mic to improve audio clarity.

### **Sharing Your Video**

- Upload your video to a platform like YouTube or Vimeo.
- Save your video as "**Unlisted**" on YouTube so it's not publicly visible but can be viewed by anyone with the link. You can also set similar privacy settings on Vimeo.
- Share the link to your video in your application rather than sending the video file directly. This ensures easy access for the interviewer and avoids file size issues.

### **Content of Your Cover Letter**

Use your video to explain how your skills and experience match the person specification outlined in the recruitment pack. Highlight your strengths, achievements, and any unique perspectives you bring to the role.

### **Equal Consideration**

Both written and video cover letters will be considered equally during the application process, so choose the format that best represents you.

### **Submitting Your Application**

Submit applications via <https://hr.breathehr.com/v/co-head-of-regenerative-futures-37476> by **5pm on Monday 7 October**.

Please contact Leah Black [leah@foundationscotland.org.uk](mailto:leah@foundationscotland.org.uk) with questions prior to the deadline.

### **Recruitment Timeline**

- Applications open – Tuesday 17 September
- Applications close – Monday 7 October (5pm)
- Shortlisting – 8 – 11 October
- Interviews will be held in Edinburgh on Thursday 24 October in the format of competency-based questions plus a short task (2<sup>nd</sup> interviews may be scheduled if needed)



We welcome applications from people with disabilities and are committed to providing reasonable accommodations throughout the recruitment process and employment.

## **Further Information**

### **About Foundation Scotland**

Foundation Scotland helps communities create positive change and deliver lasting impact. We support philanthropists to help their personal giving make the most difference. We work with donors to invest in community action that enables people and places to flourish. We work in partnership with communities to maximise opportunities from place-based funds. And we offer social investment opportunities to enable social enterprises, community organisations and charities to grow and deliver positive social impact.

We have distributed more than £200 million to grassroots organisations across the country since the Foundation launched in 1996. Our developmental approach and in-depth knowledge of charitable and community sectors ensure that funds entrusted to the Foundation make a real difference to people's lives nationwide. For more, please visit [www.foundationscotland.org.uk](http://www.foundationscotland.org.uk).

### **About Regenerative Futures Fund**

The Regenerative Futures Fund is a new ten-year community fund for Edinburgh that puts decision-making power into the hands of those who are most often excluded. It supports approaches to improve the lives of people living in poverty and experiencing racism, and contribute towards a just green transition, by enabling equity, power-sharing and long-term change. The fund is due to launch in 2024.

The fund aims to put the power of decision-making into the hands of the people most often excluded from making decisions and give organisations the freedom to think and plan for the long term. The fund has been co-designed by a group of individual activists with experience living in poverty, and local community organisations that work most closely with people in poverty.

The collaborative design process during 2022 – 2024 has included residents, community organisations, funders, and local and national government. The fund will be spent down over 10 years with the programme due to end in 2035. Regenerative Futures Fund takes a systems change and preventative approach long-term change.

## Further Reading

Base level recommended reading for those preparing an application are the *Operational Plan* and the *Learning Report on Co-Design*, below.

**Website** - [Regenerative Futures Fund | Working Together Towards A Regenerative And Just Future For Edinburgh | Community Fund | Scotland - UK](#)

**Operational Plan** - [Operational Plan - Summary Version – Regenerative Futures Fund | Working Together Towards A Regenerative And Just Future For Edinburgh | Community Fund | Scotland - UK](#)

**Learning Report on Co-Design** - [Learning Report on the Development Phase – Regenerative Futures Fund | Working Together Towards A Regenerative And Just Future For Edinburgh | Community Fund | Scotland - UK](#)

**Video Introduction to the role from Leah Black** - [Regenerative Futures Fund - Join Our Team on Vimeo](#)

## Team Structure

Due to the design of fund and the programme, this post has been developed as a co-leadership position. The small team sits with the philanthropy team at Foundation Scotland and will be co-led by two full-time post-holders, Co-Head (operations, governance, development) and Co-Head (participation, impact and communications), plus a new post Participation Lead, with additional freelance support on communications, facilitation and fundraising.

## Use of Data in Recruitment and Retention

At Foundation Scotland we collect applicant data through our Equality Monitoring Survey. The information in this survey will be used for monitoring purposes only and is intended to assist Foundation Scotland in maintaining equal opportunities best practice and identifying equality barriers for job applicants. Your responses are voluntary, kept strictly confidential and are not accessed by the shortlisting or interview panel.