

<b>POST TITLE</b>	Participation Lead - Regenerative Futures Fund
<b>SALARY</b>	£36,908 (full-time). As this role is 21 hours a week (0.6 of full-time) the salary will be £22,144.80
<b>LOCATION</b>	Edinburgh (postholder will be someone who lives in or near Edinburgh)
<b>WORK PATTERN</b>	3 days a week / 21 hours a week
<b>CONTRACT</b>	3 years 2024 – 2027 (programme due to run until 2035)
<b>LINE REPORTS</b>	0
<b>LINE MANAGED BY</b>	Co-Head (Participation, Evaluation, and Communications)

### 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 Participation Lead 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 committed to equity, inclusion, and supporting leaders from diverse and marginalised communities. The Participation Lead will complete the employed project team of three and will work closely with the two Co-Heads, leading participation of local people in both decision-making and in holding those involved accountable.

### What We Are Looking For

We're looking for an inclusive, collaborative and supportive person to work with the two Co-Heads to lead and support participation of local people in decision-making panels for the Regenerative Futures Fund (RFF).

This role will be responsible for overseeing participation by local people to make funding decisions and have ongoing involvement in a 10-year programme to address the root causes of poverty and racism while restoring the natural world in Edinburgh.

## Responsibilities:

### *Participation and Decision Making*

- Recruit individual people with lived expertise of poverty and/or racism into the decision-making panel
- Onboard, support and train the decision-making panel
- Provide the information required for the panel to make decisions
- Lead, facilitate and ongoing support for the panel as the cohort move into the 10-year programme – working alongside them to be involved in aspects of the programme such as learning, evaluation and systems change
- Ensure systems are in place for monitoring, documenting, and reviewing the work of this group.
- Recruit and support additional experts to support the decision-making panel

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

- Engage with and build collaborations with a wide range of leaders across sectors as well as the funded cohort to build collaborations and opportunities for the decision-making panel to influence change
- Act as the primary liaison between the decision-making panel, the funded cohort and the Foundation Scotland 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.

### *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.

This is a new role within a new project team therefore the job responsibilities will be likely to evolve and can be shaped by the post-holder as the fund and programme moves from launch phase to 10-year programme.

## 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 participation in decision making, social justice, particularly at the intersection of poverty, racism, and environmental challenges. We encourage candidates from diverse and nontraditional career paths, including those who have navigated these systemic barriers personally or professionally.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Participation &amp; Decision Making</b>	Experience supporting people with lived expertise of poverty and/or racism to participate in decision-making that will address intersectional issues such as racism, poverty, and climate justice.	
<b>Knowledge &amp; Insights</b>	Demonstrable knowledge and understanding from lived experience, 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. Experience of working on system change projects and programmes.
<b>Interpersonal Skills</b>	Experience and/or training in design and facilitation of meetings and events and working knowledge of effective co-production and participation strategies. Excellent communication skills, with the ability to quickly establish positive relationships with people.	Trained in models of community decision-making.
<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 three years) gained through work, community involvement, activism, or lived experience. Candidates with nontraditional career paths are encouraged to apply.	
<b>Project Management and Operations</b>	Experience in managing projects and an ability to manage operational processes and procedures with a strong attention to detail.	Project management qualification and/or experience of project management tools and methods.
<b>Digital Proficiency</b>	Ability to use IT to support your role, including the use of MS Office suite.	Capable of using a range of digital platforms for productivity, management, communications, and delivery of the role.

### Flexibility and Eligibility

- Eligibility to work in the UK.
- Willingness to work flexibly, including some evenings and occasional weekends.

**Note:** 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).

### The Benefits of Working for Us

In addition to a sense of fulfilment and the opportunity to connect with a wide range of people, FS 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 [all public holidays must be taken from this allowance].
- Training and development opportunities.
- Flexibility in working patterns and homeworking options.

- Employee Assistance Plan.
- Up to 2 days paid leave to undertake volunteering 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 - via the link [here](#)

1. **CV:** No more than three pages.
2. **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 by **Sunday 24 November 2024**.

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

### **Recruitment Timeline**

- Applications open – Wednesday 6 November
- Applications close – Sunday 24 November
- Shortlisting – w/c 25 November
- Interviews – Thursday 5 December (this will be in-person in Edinburgh)

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. For a quick introduction to how we make a difference, [watch our animation](#).

### 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 gives 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 – [Regenerative Futures Fund Participation Lead on Vimeo](#)

### **Team Structure**

The Participation Lead will work within a small team which comprises of two full-time Co-Heads - Co-Head (operations, governance, development) and Co-Head (participation, impact and communications). The small team sits with the philanthropy team at Foundation Scotland. Additional freelance support will be developed in areas such as 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.

### **Working Location**

Foundation Scotland is a fully remote organisation and staff have working from home contracts. However, because this programme is focused solely on Edinburgh and the work of the Participation Lead is relationship based, working with communities in-person, we would expect the post-holder to live in or close-by Edinburgh.