

JOB DESCRIPTION

JOB TITLE:	Head of Scholarship
FUNCTIONAL AREA:	Scholarship
LOCATION:	Robertson House, Glasgow
REPORTING TO:	Director
SALARY BAND:	Grade 6 (member of SMT)

MAIN DUTIES/RESPONSIBILITIES

Job Purpose

- To be a core member of the senior management team with shared responsibility for the development and delivery of the Trust's strategy
- Line Management of 2 staff
- Responsible for developing, delivering and reporting on the Scholarship Strategy including support for the Trust's Widening Access and Widening Participation portfolios
- Responsible for driving and supporting a culture of continuous improvement

Key responsibilities

- Responsible for managing the Scholarship budget of £2M p.a.
- To manage the 4 year Journey to Success Programme including oversight of significant individual elements of this including internships, residential programmes and Award programmes
- To manage all Scholarship grants awarded to organisations delivering Widening Access and Widening Participation activities including project management, partnership work, evaluation and escalation of risk as required
- Manage the portfolio of excellence bursaries including Performing Arts and Sport
- With support from the Innovation and Learning Team, manage the design, implementation, quality and use of learning and evaluation activities across Scholarship activities including commissioning of external evaluations and support of self-evaluation as appropriate
- To lead the process of identifying and agreeing new Programmes of work within the Scholarship team

- To lead on policy and practice influencing work with a particular emphasis on what works within Widening Access and Participation activities and the scaling up and/or mainstreaming of successful activities / learning as appropriate
- To maintain a strong awareness and knowledge of the external environment within key policy areas for the Scholarship team including relationships with senior stakeholders and attendance at conferences, meetings, working groups etc.
- Lead on internal and external communication for Scholarship Programmes including social media, website, events and publications with support from the Trust's Research and Communication's Officer
- To support the work of the Scholarship Committee of the Trust in terms of agenda setting, Committee papers and subsequent minutes

Typical tasks & problems - *What major tasks, projects and/or problems best illustrate the main challenges and achievements of the job?*

- Represent the Trust at meetings and build strong relationships with external stakeholders including senior policy makers
- Develop new initiatives to complement the work of the wider Journey to Success Programme
- Work with the Scholarship Committee on delivering the theme of 'Realising Potential' from the Trust's Strategy
- Provide coaching and guidance to team members

Knowledge - *What Knowledge and experience is it necessary to have to achieve the job's key results? (Please tick one)*

- Performance of a range of duties or procedures with the competence of a trained person
- Fully conversant with the range of procedures involved in carrying out one or more of the basic activities of the Trust
- Fully conversant with the range of procedures involved in running a departmental or area of activity
- Full grasp of principles and practices of own and other departments
- Practising as a seasoned specialist and giving leadership and guidance to experienced managers in other departments

Decision Making - *What kind / level of decisions are taken by this role achieve the key results? (Please tick one)*

- Carries out a variety of tasks and procedures. Ensures the quality of work of those performing less complex tasks

- Works towards defined sets of results, using a wide range of procedures. Plans and arranges own and subordinates' work, only referring exceptional matters to a superior
- Works within clear policies, objectives and systems. Seeks guidance when creation of precedent or interpretation of policy is needed.
- √ Has considerable freedom within Trust policies and resources allocated to determine the best way of achieving results expected.
- Directs a major activity in the implementation of agreed strategies and policies, and in the achievement of the results expected from it.

Management / Supervisory Scope *(Please tick one)*

- No Staff supervision
- Allocation of work to subordinates and taking responsibility for how well they do it
- Supervision of people carrying out a variety of different roles, or co-ordination of a variety of tasks performed by others
- √ Forward planning of others' work and organising staff to achieve a unified set of objectives
- Forward planning and extensive co-ordination of Trust and staff activities to achieve a variety of objectives
- Management within a longer time frame to achieve results significant to the future of the Trust

Thinking *(Please tick one)*

- Dealing with similar situations calling for a choice of solution from within existing procedures
- Dealing with a variety of situations involving reference to established precedents
- Solving operational problems encountered in the carrying out of laid down programmes and methods of working and formulating recommendations on how to prevent their recurrence
- √ Identifying opportunities to improve methods of reaching Trust objectives and formulating recommendations on how best to do this
- Developing new radical changes aimed at having a major effect on Trust results

Additional Information -Please note anything that could give further understanding of the job e.g. Organisation chart