Cattanach Associates

## Details

Daily Rate: £25 per hour subject to PAYE and NI (please note that since this is a paid position, any benefits you receive may be affected)

Working Pattern: flexible arrangement on a Zero-Hours basis (no obligation to offer or accept work); expectation of 1-5 days per year.

Employment Status: Worker

Line Manager: Chief Executive (CE)

## Job Description

Are you passionate about supporting very young children and their families? We at Cattanach are looking for individuals with expertise in key areas relating to our grant making work in the Early Years sector to join us as Cattanach Associates. Together, we want to drive positive change for very young children in Scotland and hope to strengthen our support for frontline Early Years organisations. For more information on our work, visit our website: <https://www.cattanach.org.uk/>.

We are particularly interested to hear from individuals with experience and expertise in the following areas:

* Early Years Practice
* Early Years setting management & operations
* Infant mental health
* Perinatal mental health
* Early learning (in general, but also with specialisation e.g. additional support needs, English as a Second Language, etc.)
* Dads work
* Social work (with an Early Years focus)
* Outdoor/Nature play
* Voluntary organisation governance
* Finance/Accounting (with a focus on charities)
* Governance (with a focus on charities)
* Family law
* Criminal justice
* Charity fundraising
* Capital project management/Architecture

The list is not exhaustive, of course. If you feel you could add value to Cattanach’s work in different ways, please contact our Chief Executive Dr Sophie Flemig (sophie@cattanach.org.uk) for an informal chat. We welcome applications from individuals in the private, voluntary and public sectors.

We ask that all candidates demonstrate their understanding and commitment to the four Cattanach values:

* **integrity** – We strive to be fair, ethical and accountable.
* **love** – We recognise the importance of nurturing relationships, with kindness and compassion at the heart of all our work.
* **consideration** – We are mindful of the challenges, hopes and aspirations of others.
* **hope** – We are passionate about enabling change through our work with partners and the organisations we support.

As Associate with Cattanach, we will ask you to perform one of three tasks on an as-needed basis: 1) support the Grant Committee as a co-opted member, 2) provide capacity support to the charities we are funding, and 3) provide advisory support to Cattanach Trustees and the executive team. This is all on a flexible basis, which means that you can work around your other professional or personal commitments. We do not commit to a minimum number of hours of work per year. We would expect the average Associate to be asked to work for between one to five days per year, subject to our grant making work and demand for capacity support.

You will be line managed by the Chief Executive and receive thorough on-board training, together with annual appraisals and peer learning across the Associate network supported by the Business and Development Officer.

## Description of Work

### Grant Committee

* Act as co-opted member to the Grants Committee (GC) if invited to join, on an as-needed basis, subject to personal availability on required dates (about 5 hours work including preparation expected per GC meeting): read funding proposals, provide scrutiny as member of collegiate Committee and add value through specific expertise relevant to particular GC meeting to provide recommendations on funding allocation for Cattanach Board consideration
* Provide feedback and input on Cattanach’s funding decisions given latest trends in the Early Years sector

### Capacity Support

* Act as a ‘sounding board’ to Cattanach grantee organisations (note this does not constitute formal advice): provide an open ear and informal feedback to Early Years organisations in receipt of Cattanach grants based on own expertise and experience
	+ In person visit or tele-/audio-conference arrangements

### Advisory Support

* Provide feedback and information input to Cattanach Chief Executive and Board regarding strategic direction of Cattanach grant making as well as Cattanach grant making approach/processes
* Provide feedback on specific documents, such as Cattanach strategic and operations plans
* Act as sounding board to Chief Executive and Board on ad-hoc basis, subject to availability, regarding specific Cattanach events and/or initiatives

## Application Process

To apply, please send an up-to-date CV and a completed application form to our Chief Executive, Dr Sophie Flemig (sophie@cattanach.org.uk). Shortlisted candidates will be asked to attend a virtual interview. Applications will be processed on a rolling basis and we would encourage you to submit as soon as you are happy to do so.