

Draft Eildon Community Fund

Recruitment of the Eildon Community Fund Assessment Panel

We are looking for members of the public to serve as Independent Community Fund Assessors.

The role of the Eildon Community Fund Assessment Panel is to scrutinise grant applications to ensure consistency of assessment against approved processes and criteria, value for money and the potential to achieve positive outcomes for the benefit of the community.

Roles and Responsibilities

We are looking to form a mixed group of committed and energetic people to join a new formed panel of experienced and non-experienced grant assessors. All independent members have full voting rights and will have access to support and information. The role of the independent members on the panel is to:

- Scrutinise funding applications submitted to the Eildon Community Fund using the matrix provided.
- Bring any skills, experience, specialist knowledge, and expertise they may add to the scrutiny work of the Panel.
- Attend and constructively participate in all assessment meetings of the Panel (approximately 4 per year).
- Attend additional meetings e.g. working groups or evidence gathering sessions as required.
- Prepare for each meeting by reading the agenda, papers and additional information to familiarise yourself with the issues to be covered during the meeting.
- Prepare suitable questions to put to the applicants and SBC Officials, listen carefully, ask questions in a way which is non-judgmental, respects confidentiality and helps the Panel to make practical suggestions.
- Contribute to achieving an open, accountable and transparent decision-making process.

Please note that we are looking to form a mixed group of experience and, non-experienced people in grant making decisions who:

- Have a genuine interest in the positive development of communities across Eildon

- Can communicate effectively and have good interpersonal skills;
- Can be an independent voice alongside SBC Officials, Elected Councillors and other members of the panel, to provide constructive feedback;
- Have the willingness to work as part of a team and ability to listen to the views of all other panel members;

Independent panel members act as a non-party-political assessor for the Eildon Community Fund. This is an important and challenging role, offering a chance to contribute the Eildon Area Partnership examining grant applications to ensure consistency of assessment against approved processes and criteria, value for money and the potential to achieve positive outcomes for the benefit of the community. The Panel aims to contribute to achieving an open, accountable and transparent decision in relation Eildon Community Fund.

Terms of Appointment

Appointments are for three-year period, starting in July 2021

This is a voluntary role. We are looking to recruit a mix of experienced and non-experienced members. Non-experienced members will have the opportunity to “shadow” experienced members with a view to develop their skills.

Applicants must live the Eildon area. The typical commitment required for this role is attendance of approximately 8 days a year. Meetings are generally held online using Zoom or Teams. We estimate attendance at these meetings and preparation will involve 1-2 days every three months.

More Information

For more information about the Eildon Community Fund, please www.scotborders.gov.uk/communitygrants

For any informal enquiries about the role please contact Communities and Partnerships Team at Scottish Borders Council on 0300 100 1800 or email communitygrants@scotborders.gov.uk.

How to apply

To apply, please email a letter of application, which may include a CV, to communitygrants@scotborders.gov.uk, explaining how your skills, abilities and experience equip you for the role as set out in the recruitment pack, together with your reasons for applying.