

FORTH SECTOR DEVELOPMENT

JOB DESCRIPTION

POST:	Social Impact Assessor Social Return on Investment (SROI)
RESPONSIBLE TO:	Project Manager SROI
PURPOSE OF JOB:	To raise awareness of SROI and assist external organisations with audits

Background to this post:

Forth Sector has been commissioned by the Scottish Government to lead a consortium of partners to raise awareness of and develop a means of measuring the social value that is created by investment in public, private and third sector activities. This complex but exciting project offers the means by which social value can be established and used in investment and funding decisions and as a means of measuring impact in simple but definable terms.

The Role

The Social Impact Assessor's role is to work with public, private and third sector organisations to raise awareness of SROI and to assist them in preparing for predictive audits.

Main Tasks

The main task is to help raise awareness of the SROI project as specified under the contract with the Scottish Government and to assist organisations to prepare predictive audits. This will involve:

- Working with client organisations to produce forecast SROI evaluations
- Gather and analyse data on evaluations
- Engaging with stakeholders, clients and partners involved in the project to promote the concept, practice and development of SROI
- Planning and organising awareness raising events.
- Researching aspects of SROI and social value in order to expand knowledge and improve practice within the field.
- To share evidence and information with partners
- To provide accurate, timely reports internally and externally.

Promotion of a Supportive Working Environment

A supportive working environment can be defined as an environment where contribution is recognised, encouraged and rewarded, and where the well-

being of all staff is of utmost importance. Staff and Service Users alike expect to be encouraged to develop personally and professionally and to acquire new skills at a pace that is suitable to them. All staff and Service Users must promote this environment as part of their roles and responsibilities. There is also an employee assistance programme available at no cost to employees to provide and support employees and their families on issues that may affect their work or personal life.

Training and Development

Training and development of staff and Service Users is a key expectation of all staff employed by the organisation. They will demonstrate their commitment to staff and/or service user development by assessing skills, planning development activities, discussing outcomes and evaluating effectiveness. They will be expected to motivate, encourage, coach and support staff and/or Service Users towards the outcomes agreed.

PERSON SPECIFICATION

PROJECT EVALUATOR SOCIAL RETURN ON INVESTMENT

Specification	Essential	Desirable
Knowledge		
Knowledge of audit and evaluation techniques.	✓	
A broad but not necessarily in depth knowledge of finance	✓	
Knowledge of the requirements of formal report writing	✓	
Knowledge of social return on investment, social auditing or a related discipline		✓
Skills		
Ability to communicate with people at all levels and to establish and sustain productive working relationships	✓	
Organised, analytical, methodical and diligent	✓	
Good interpersonal skills	✓	
Ability to present to individuals and groups	✓	
Ability to write clear, concise reports	✓	
Ability to take an overview and see ahead	✓	
Fluent in IT applications, including Word, Excel, and data base applications	✓	
Experience		
Experience of working in types of project.	✓	
Experience of working with a range of partners/stakeholders	✓	
Experience of audit/evaluation and/or associated research	✓	
Experience of working with/ presenting to public and/ or third sector organisations		✓