



Candidate Information End Of Grants Support Officer



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About ILF Scotland

ILF Scotland is a Non-Departmental Scottish Public Body (NDPB) constituted as a company limited by guarantee. It was created following the closure of the UK ILF in June 2015 and has been administering Scottish ILF funding for existing fund recipients in Scotland and Northern Ireland since 1st July 2015.

ILF Scotland distributes annual funding of approximately £60m to support individual recipients to lead independent lives. The organisation consists of a staff team of around 62, who provide award management services for approximately 5,000 current fund recipients split between the 2015 Fund and Transition Fund.

The organisation is fully funded by and accountable to, Scottish and Northern Ireland Government Ministers via a Board of Directors. Directors are appointed by Scottish Ministers in-line with the Scottish Public Appointments process.

As a values based organisation, ILF Scotland takes a values led approach to legislative compliance where people and relationship building are a key focus.

"There can be no doubt that today the Independent Living Fund benefits our societies in Northern Ireland and Scotland. It enables some of the most severely disabled people to live life to the full."

David McDonald – Chair of the Northern Ireland Stakeholder Group



2015 Fund

The ILF Scotland 2015 Fund is designed to support individuals who have complex disabilities to live independently.



Since Michaela first started receiving support from ILF when she was 17 years old, she has gone on to complete an undergraduate degree in PR and has a Masters in PR and Communication, specialising in Political Lobbying. Michaela has also recently passed her driving test.

“Receiving support from ILF has allowed me to achieve goals that previously would not have been possible. I’ve been able to support more fundraising, and I have recently joined a political party to try to shape disability policy and legislation in Northern Ireland more directly. I have also been able to become more active in my community and am able to go on social outings more often”

ILF Scotland, in partnership with the Northern Ireland Government, provides funding and support for over 400 people in Northern Ireland and has done since 1st July 2015. This funding allows people living with a disability in Northern Ireland to lead more independent lives and actively participate in their communities.

Transition Fund #TrySomethingNew Campaign

In late 2017, ILF Scotland launched a new Transition Fund to support young disabled people in Scotland through key transition events in their lives. The scheme provides an opportunity for these young people to achieve goals and become empowered to actively participate in their communities and helps facilitate their contribution to society, creating a lasting impact on their lives.

Applicants can apply for grants of up to £4,000 each, which can be used to fund activities and experiences that will improve their transition into young adulthood, such as driving lessons, sporting equipment and joining a class or club.



Hope's Story

23-year-old Hope always dreamt of making her own clothes and being able to show her personality through her unique style. Hope found embroidering extremely difficult in the past due to her visual impairment and has been unable to join embroidery classes because of this.

Hope applied to the ILF Scotland Transition Fund to help progress her embroidery skills and get closer to achieving her goals of making her own clothes.

Hope used money from the Transition Fund to buy an electric embroidery machine and accessories. The machine will allow her to import her designs from her computer making it much more accessible for her and will also allow her to join embroidery classes where she can meet new friends who are passionate about the same things.

"The process of applying to the ILF Scotland Transition Fund couldn't have been easier. I applied during lockdown, and I was surprised at how quickly I received my grant approval. I thought that it would take longer given that a lot of things were closed during lockdown but actually, it was quick!"



Cait's Story

Cait Kostka is a 19-year-old baker from Thornhill in Dumfries and Galloway who has autism. She applied to the Transition Fund to help start her baking and chocolate business. Since receiving support from the Transition Fund, Cait has become more independent and has improved her confidence.

The money Cait received was used to purchase all the baking equipment she needed to start her business, including a food mixer, baking tins and chocolate moulds.

"Receiving the funding helped me to be more independent, mainly not relying on my parents for financial support all the time. It boosted my confidence, because if I needed to buy something I could just go and do it. I was making my own decisions and not relying on other people to help. Also, as I was busier, I was meeting more people face to face in my community and this helped my confidence a lot."

Cait now supplies cakes and chocolates to a number of private customers and will soon be supplying local businesses. She plans to expand her business in the future and hopes to one day open her own café.



"Don't be afraid to apply for support to try something new. The people at ILF Scotland are very helpful. It's easy to apply to the Transition Fund – you just need to fill out a form and send it off. The sooner the better if you have an idea and need some financial help. Good luck!"

The Opportunity

Our recipients are at the front and centre of everything we do and we are always looking to do better, recognising how we engage and enabling our recipients, their supporters and other key stakeholders to feel informed, engaged, involved and valued.

This role is key in supporting our Head of Finance and our Self Directed Support (Transition Manager) in the delivery of ILF to people across Scotland and Northern Ireland and you will work predominantly work on the end of grants process for the Transition Fund but importantly will not be limited to this area of work.

Recipients of the Transition Fund apply and receive funding from ILFS on an annual basis and must supply receipts totalling the full funding received as well as returning any funding not used or needed.

This new role is an exciting opportunity to have full autonomy to develop and implement policies and procedures to support recipients and ILFS recover unspent monies recognising the challenging circumstances our recipients are dealing with.

Who we are looking for

We are looking to recruit someone who is highly analytical and mathematical with excellent customer service, handling recipient contact with dignity and respect in a compassionate and friendly manner whilst building trust with them and their supporters. You will need to have proven ability in examining complex information and taking into account recipient circumstances to inform your guidance and recommendations to others for decision making, and with demonstrable experience of setting up and monitoring repayment plans.

If this sounds like you and you are an ambitious, creative, solutions focused and purpose led professional who lives the ILF Scotland values of Trust, Respect and Dignity, then we would love to hear from you.

Benefits we offer

In return, alongside a competitive salary of between **£27,231 – £30,039** and the opportunity to operate in our award winning, flexible working culture, we offer a defined benefit pension scheme with a generous employer contribution, related benefits, professional development opportunities as well as various discounts and memberships – find out more [here](#). This role is offered on a hybrid working arrangement with an office based in Livingston.

“ILF Scotland is an award-winning organisation having been recognised for having a life-friendly, flexible working culture and winning ‘Best Small Employer’ at the Working Families Best Practice awards”



How to apply

Please send your CV and a covering letter to recruitment@brucetaitassociates.com with **End Of Grants Support Officer** in the subject heading indicating why you are right for this role and ILF Scotland.

For our tips on how to write a great covering letter, click [here](#).

Closing date for this vacancy is 12 NOON on Monday 17 October 2022.

In person interviews in Livingston are currently planned for Tuesday 1st and Wednesday 2nd November 2022.

ILF Scotland is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender identity or status, religion or belief, marital or civil partnership status, or pregnancy and maternity.



Additional information

As you have enquired about one of our vacancies you will automatically be added to our job alert distribution list so that you can receive notification about all of our vacancies. If, however, you do not wish to receive these, you can simply tick the unsubscribe button at the bottom of these notifications.

More information about BTA can be found on our website: www.brucetaitassociates.com

More information about ILF Scotland can be found on their website: www.ilf.scot

Thank you for your interest in this role and if you have any questions at all, please don't hesitate to call us on the number below.

Best wishes,

The BTA Recruitment Team
01786 542224