

# A B Charitable Trust

## Candidate Information Pack

### The A B Charitable Trust

**Grants Administrator**  
**£25,000 – £30,000**

#### **Please find:**

- Background Briefing
- Job Description and Person Specification
- Application Form (separate)
- The Recruitment Process
- Equal Opportunities Monitoring Form (separate)

**For background information on the A B Charitable Trust go to:**

<http://abcharitabletrust.org.uk/>

## **Background Briefing**

### **Are you the Grants Administrator?**

- Are you committed to defending human rights and human dignity, and interested in issues affecting marginalised and excluded people?
- Do you genuinely enjoy delivering a first-rate administrative function?
- Are you flexible, open, curious and a real team player who is also a self-starter and able to manage your own workload?

If so then you might well be the right person to join the A B Charitable Trust at this exciting time.

### **About the A B Charitable Trust**

The A B Charitable Trust funds charities that support marginalised and excluded people, with a focus on:

- Migrants, refugees and asylum seekers
- Criminal justice and penal reform
- Human rights, particularly access to justice

The Trust was founded 29 years ago to promote and defend human dignity. Our grant total was over £1.6 million in 2018/19 and in the coming years the Trust is going on an exciting journey to grow and develop, so that we can fund more essential work and have a greater impact.

Based within a centrally located, modern office on Bloomsbury Street, the A B Charitable Trust is co-located with other organisations, and benefits from a shared finance team and office space. The Trust itself is run by a small executive team that is friendly, hard working, flexible and committed to learning and development, at both an individual and organisational level. While the team works closely together and meets regularly, they also manage their own workload and work to tight deadlines. Grant applications are brought to quarterly meetings for Trustee decision and the team must work to these deadlines, and ensure that processes are in place to assess applications, prepare for decision and process payments and monitoring accordingly.

The team shares a commitment to providing a professional grants programme and to being supportive to everyone who comes into contact with the Trust, whether as a potential or existing grantee, supplier, collaborator or partner etc. Being kind and wanting to go the extra mile for people is a key shared value.

### **About the role**

The Trust is on an upward trajectory and there will be opportunities to be a part of developing the Trust and its processes. First and foremost, however, the Grants Administrator will need to have a genuine interest in and commitment to delivering a first-class administrative function. The Grants Administrator will be good at day-to-day administration and will take pride in doing this job well and completing tasks to a high standard. A key part of a small team, the Grants Administrator will support colleagues in office administration (including diary management),

manage the Salesforce database and will have responsibility for administrating the grantmaking cycle. There are many systems and processes already in place but we need to refine and develop them to ensure that the machinery of the trust works as smoothly as possible. This role will make a valuable contribution to the work of the trust and will enable greater efficiency and effectiveness in our grant making.

### **About you**

The Grants Administrator will need to be a team player, who can work flexibly and collaboratively to add value to the work. They will need to genuinely enjoy administrative challenges and fine-tuning systems and processes. The Grants Administrator will also need to be confident, able to work independently and manage their own workload, while balancing this with knowing when it's time to consult and ask for guidance from colleagues.

It could be the right opportunity for a range of potential candidates but whatever your motivations, the A B Charitable Trust would like to hear from you, particularly if you: enjoy a variety of tasks and challenges, are a good communicator, are a team player, are flexible, are organised, and have strong attention to detail.

As the Trust is small, this is a great opportunity for someone to understand the whole organisation and be involved in all stages of the grantmaking cycle, as well as underpinning the administration of the office. We have high aspirations for the Trust and are committed to best practice and continuous learning and the Grants Administrator will need to share these values too.

## JOB DESCRIPTION

<b>Job Title:</b>	Grants Administrator
<b>Salary:</b>	£25,000–30,000, plus 6% pension
<b>Location:</b>	Bloomsbury
<b>Hours:</b>	Full-time (35 hours/five days per week)
<b>Contract:</b>	Permanent
<b>Responsible to:</b>	Head of Programmes
<b>Works with:</b>	The Director Trustees Grantees

### **Purpose of the post:**

To provide administrative support to the ABCT team, ensuring that systems and processes work as smoothly as possible and that accurate information is provided to support ABCT's grant making.

### **Grants administration:**

- Providing administration to a high standard across the whole grants cycle, including receiving applications, producing letters, administering payments to grantees and monitoring and tracking grant reports.
- Assisting in preparation of documents for Trustee meetings including proof reading and generating reports.
- Attending Grants Committee and Trustee meetings and taking minutes.
- Administration around financial assessment and analysis of accounts.
- Providing administrative support for the visits programme.
- Being the first point of contact for grants enquiries, providing information and guidance on the application process, and, if an enquirer is not eligible, providing signposting to other funders and organisations, when possible.
- Ensuring that applicant and grantee information is accurate and correct on Salesforce.
- Managing grant hard copy files, ensuring that files are up to date and contain an accurate record in line with audit requirements.
- Keeping track of outstanding payments, and obtaining the necessary information for payments to be made.
- Being the main contact point for suppliers and service providers, dealing with invoices and bills and liaising with the Finance Team to ensure that all payments are authorised and made.

## **Database and website management**

- Contributing to the development and upkeep of a Salesforce grant management database, working with colleagues to ensure that the database is maximized and running reports when required.
- Ensuring that grant applications, records, payment data and grant commitments are recorded accurately and consistently on Salesforce, to ensure accurate financial reporting and forecasting.
- Preparing grantmaking data for presentation in the 360 Giving format.
- Working with the team to develop an effective website for the Trust, and ensuring content is edited and up to date.

## **Office administration:**

- Managing team diaries accurately, ensuring that all relevant parties are aware of meetings and that deadlines are met, and organising travel and hotel arrangements when required.
- Reviewing and updating the office manual, ensuring all information is accurate.
- Working with colleagues to develop effective administrative systems and processes, and implementing new processes when required.
- Dealing with telephone enquiries in a professional manner, redirecting or taking messages as appropriate and using initiative to deal with queries.
- Awareness of the Trust's GDPR and data retention policies, and implementing them effectively.
- Ensuring that the office is well organised and tidy, including shredding, recycling and day-to-day office clearance.
- Undertaking any other duties in support of ABCT's work as may reasonably be required.

## PERSON SPECIFICATION

<b>Knowledge, skills and experience</b>	<b>E</b>	<b>D</b>
Experience of working in or with the voluntary, charity or community sector.		✓
Excellent administration skills, organized and efficient with good attention to detail.	✓	
Able to draft and present information clearly, accurately and appropriately in a variety of formats (e.g., letters, emails, reports).	✓	
Excellent relationship building and interpersonal skills, able to liaise well and respond to enquiries from a range of people and organisations, using email, the phone and face-to-face communications	✓	
Good organisational skills, able to juggle a range of roles and challenges.	✓	
Experience of using and maintaining a database, including developing relevant searches, reports and processes.	✓	
Experience of database administration, ideally with Salesforce		✓
Accurate data entry skills, proactively updating data, whilst ensuring quality and accuracy.	✓	
Computer literate with experience in using a range of office software packages (including Word and Excel).	✓	
Experience of maintaining and updating a website.		✓
Experience of some financial administration.		✓
<b>Personal qualities and abilities</b>		
Strong communicator, able to deal in a helpful, friendly and professional manner with grantees, trustees, colleagues and all enquiries/visitors to the office.	✓	
Strong time management skills, with the ability to work well under pressure and to organise and meet deadlines.	✓	
An appetite to learn about and develop a database to maximise its potential	✓	
Highly motivated and enthusiastic.	✓	
A self-starter and team player, able to work both independently and collaboratively.	✓	
An ability to be diplomatic and with a high regard for confidentiality.	✓	
Flexible and comfortable with change and working in an evolving organisation.	✓	
Works on own initiative and able to anticipate requirements, whilst understanding the need to check in and consult where appropriate	✓	
Commitment to learning and development.	✓	
Friendly, open and curious.	✓	
Enthusiastic, highly motivated and genuinely interested in the work of the A B Charitable Trust.	✓	

## The Recruitment Process – Timetable<sup>1</sup>

<b>Deadline for applications</b>	<b>Friday 9 August, at 10am</b>
Screening interviews	14, 15 and 16 August
Panel interviews	23 August
Final Interview (if required)	Week of 26 August
Decision made & successful candidate notified	End of August

*Following interview, the successful candidate will be asked to demonstrate right to work in the UK, provide contact details for referees, and go through Basic DBS checks.*

### To Apply

If you would like to apply for this role, please complete the Application Form and Equal Opportunities Monitoring Form (downloaded from [www.allysondavies-consultant.com/job-board/](http://www.allysondavies-consultant.com/job-board/)), plus attach a CV outlining your career to date, with any academic and professional qualifications.

Please send your application, **by 10am on Friday 9 August 2019**, to [ABCT@allysondavies-consultant.com](mailto:ABCT@allysondavies-consultant.com)

### Data Protection

The personal information that you provide will be used to process your application for employment with the A B Charitable Trust. Personal information about unsuccessful candidates will be held securely for 6 months after the recruitment exercise has been completed; it will then be destroyed or deleted. If your application is successful and you take up employment, the information will be used in the administration of your employment with us. It will be kept secure and will only be used for purposes directly relevant to your employment.

### Information

If you require any further information or you would like to discuss anything in more detail, please contact Allyson Davies at the above email address, or call 020 7828 3855 or 0796 855 6164.

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<sup>1</sup> Flexibility will be offered where possible to accommodate holiday dates.