



## TRUST ADMINISTRATOR RECRUITMENT

### SIR RICHARD STAPLEY EDUCATIONAL TRUST

#### **JOB DESCRIPTION, PERSON SPECIFICATION AND HOW TO APPLY**

An exciting opportunity for an exceptional, motivated individual to join Sir Richard Stapley Educational Trust as part-time Administrator, our sole employee. Established in 1919, our Trust provides educational grants to graduate students of proven academic achievement and in financial need. We have enabled thousands of students of any nationality to access postgraduate study in the UK.

For more information please visit our website: [www.stapleytrust.org](http://www.stapleytrust.org)

#### **JOB DESCRIPTION**

<b>Status:</b>	Employee
<b>Part-time</b>	Annual average of 17.5 hours pw, preferably worked over at least 3 weekdays each week
<b>Location:</b>	Home-based,
<b>Salary:</b>	c. £30,000 - £40,000 gross (pro rata) dependent on experience
<b>Employer's pension contribution:</b>	6% of gross salary
<b>Annual leave:</b>	24 days per annum (12 days pro rata) plus allowable public holidays.

The Administrator has responsibility for all aspects of the day-to-day management of the Trust. You will work with and support an experienced and committed Board of Trustees to ensure the efficient administration of our Trust, helping us to meet the highest standards of governance and compliance with statutory requirements, and will administer our annual grant rounds from beginning to end. You will have a high level of flexibility in where and on which days you work, but you will need to attend and service scheduled Trustee Board and committee meetings, some of which will be in person in London. You must have the legal right to live and work in the UK.

While working hours are flexible the Administrator is required to support the Trust's annual grant making cycle with January, February, March and May being the busiest months.

#### **Key Responsibilities:**

##### *1. Promotion of the Trust and our annual grant round:*

- Act as Editor of our annual Newsletter, writing some of the content and soliciting other content from trustees and alumni
- In collaboration with our freelance webmaster, ensure that the information on our website about our grant round and eligibility criteria is clear, accurate and up to date
- Work with our freelance webmaster and social media lead trustee to promote the Trust and our annual grant round through our contacts database and social media channels

- Look for opportunities to promote the Trust's annual grants rounds via other relevant agencies
- Respond promptly to enquiries regarding eligibility and the application process.

2. *Administer the annual grant application and review process:*

- Liaise with our grants management system (*Benefactor*) technical staff to ensure that the online application form, help notes and Notes for Guidance are updated and ready for the next annual grant round
- Work with our freelance webmaster to ensure the grant round is launched online at the scheduled date and time
- Oversee the receipt and review of completed online applications
- Sift applications to confirm eligibility
- Obtain academic references
- Ensure that grant applications are ready for trustee review and scoring
- Allocate applications to trustees for review and scoring
- Inform all applicants of the outcome of their applications and liaise as necessary with successful applicants thereafter regarding grants payments.

3. *Finances and Fundraising:*

- Prepare the organisation's annual budget with the Treasurer, for consideration by the Finance Committee and approval by the Trustee Board
- Maintain all the charity's financial records using among other things the QuickBooks Plus accounting package
- Prepare financial records for the annual independent examination of our accounts with the Treasurer's support
- Draft for Chair's/Co-Chairs' approval the Trustees Annual Report to accompany the annual accounts
- Make duly authorised payments, including grants to successful applicants
- Prepare quarterly financial reports for approval by the Treasurer prior to submission to the Finance Committee and Trustee Board
- Monitor cashflow to ensure sufficient funds are readily available to meet bills, and optimise the interest achieved on cash not needed immediately
- Arrange for purchase of additional investment units
- Act as lead representative regarding alumni fundraising and legacies and provide advice and administrative support in respect of any other fundraising initiatives.

4. *Governance and General Administration:*

- Arrange Board of Trustees meetings, book venues and refreshments, prepare the agenda for Chair's/Co-Chairs' approval, prepare and circulate papers in advance and take minutes
- Meet regularly with Chair/Co-Chairs to discuss matters relating to the Trust
- Schedule and service meetings of the Finance Committee and other trustee committees and groups
- Manage the process for periodic Trustee Board skills audits
- Collate and maintain information about trustees such as any registered interests
- Administer trustee recruitment exercises and assist with induction
- Act as lead contact with the Charity Commission, ensuring compliance with reporting requirements
- Maintain the database of grant holders in compliance with GDPR

- Work with the Treasurer to maintain insurances
- Correspond with the Trust's regular donors
- Support the Trust's Annual Survey of grant holders
- Attend relevant conferences and seminars as required and provide relevant feedback and recommendations to trustees
- Maintain awareness of changes in Charity Commission rules and recommendations and highlight to the trustees to ensure the organisation's compliance
- Communicate any relevant updates or issues to the trustees.

5. *Trust Policies and Strategy*

- Coordinate and manage the process for periodic review by trustees of all Trust policies and procedures
- Lead role in ensuring our Data Protection Policy and practice is compliant with relevant legislation, regulation and best practice
- Provide advice and administrative support for strategic planning and review.

This is a home-based role so the successful applicant must be able to work independently.

## **PERSON SPECIFICATION**

### **ESSENTIAL KNOWLEDGE/EXPERIENCE**

1. A minimum of 3 years' successful experience in a senior administrative role in a UK charity
2. Knowledge and experience of supporting charity trustees in all aspects of governance and regulatory compliance
3. Experience of lead responsibility for maintaining an organisation's financial records
4. Successful experience of developing organisational policies and procedures and of supporting strategic planning
5. Knowledge and understanding of relevant legislation and charity sector regulations affecting information governance, including safeguarding of and appropriate access to personal data

### **ESSENTIAL SKILLS AND ABILITIES**

6. High-level IT skills; fully competent regarding the Ms365 Office suite (Word, Excel, databases, email)
7. Exceptional organisational and prioritisation skills; ability to work quickly under pressure, producing high-quality materials and reports to tight deadlines
8. Ability to be self-motivating and self-disciplined
9. Attention to detail and accuracy with regard to financial record keeping
10. Excellent interpersonal and communication skills and the ability to communicate effectively with trustees, academic staff, colleagues in other agencies and our alumni, and to establish effective working relationships with trustees
11. Highly developed presentation and written communication skills for the preparation of reports and papers for trustees
12. Ability to recognise and act upon developments regarding relevant policy and best practice guidelines and changes in legislation
13. Ability to maintain a high level of confidentiality and to ensure compliance with data protection regulations

### **DESIRABLE ATTRIBUTES**

14. Experience of using accounting software packages, such as QuickBooks Plus
15. Experience of using grants management software, such as Benefactor.

## HOW TO APPLY

The closing date for applications is **12 noon on Monday 8 January 2024**.

Please apply by email to [admin@stapleytrust.org](mailto:admin@stapleytrust.org) using the subject header: **Administrator Application**.

Please attach 2 documents: your **current curriculum vitae** (maximum 2 pages) and a **Supporting Statement** (maximum 3 pages) detailing how you meet the person specification; please address each of the 15 points of the person specification in turn.

We expect to invite shortlisted applicants to an interview on 18th January 2024.

We welcome applications from all sections of the community. We look forward to receiving your application!