



Team assistant (Finance, Admin and Operations)

Job Description and Person Specification

Location:	Tottenham Court Road, London
Position:	15 - 22.5 hours per week (negotiable)
Hours:	Office hours but some flexibility will be necessary, including occasional evenings.
Salary	£24,000 - £26,000 pro rata

Application deadline: 19 Sept 2019

Introduction

The position of Team Assistant is a new role within an exciting and dynamic grant making trust. For the right person this is an amazing opportunity to build a career in social change with an organisation well respected in its field, and you'll be hands on from day one.

We can offer:

- a supportive and fun team,
- a convenient central London office location alongside other social change organisations,
- on the job training where needed and a commitment to help you develop.

About the Blgrave Trust

We are an independent trust dedicated to enabling young people to transition to adulthood successfully. We promote and empower young people as powerful forces for change, and support work that ensures their voices are heard in matters that affect them. We do this primarily by

- Grantmaking to outstanding youth organisations working directly with 14-25s
- Funding initiatives that give young people a stake in society, support their own social change efforts and influence policy
- Working with the wider funding community to share learning and improve grant-making

We are currently making changes within our own organization to reflect these commitments, and by the end of 2019 we will have four trustees under the age of 25, and a Board that reflects real diversity of class, lived experience and ethnicity.

Our ways of working embody our values; we:

- Collaborate and partner with others in all areas of our work;
- Critically assess what we do, adapting and innovating in response to what we learn;
- Encourage, listen, consult and communicate frankly with those we fund;
- Use all of our resources and knowledge in pursuit of our mission.

Our small team of four (the Director, Regional Partnerships Manager, Policy Manager and Listening Fund Project Manager) are increasingly busy and need some support with the day to day running of the Trust. This will be a role supporting a variety of administrative tasks for the whole team that cover governance, bookkeeping, project management and basic administration. In this sense it is key.

About you

We are looking for a candidate who fully believes in the mission of the Blagrove Trust and is well organised with strong computer skills and financial literacy. You do not have to have a degree, or any prior of experience of working in a charity or Trust (though that would of course be helpful), but you must have an enthusiastic nature, the willingness to be flexible (no two weeks are the same in Blagrove) and the desire to learn. You will need to demonstrate attention to detail. For the right person this could be a wonderful opportunity.

Job Description

Job Purpose

To carry out essential administrative tasks and provide general support to the team to ensure the Trust is accountable and operating efficiently.

Key tasks

1. Finance administration.

In liaison with the team this will involve:

- Entering invoices onto our accounting system ensuring a high level of accuracy and security
- Tracking and collating grants due for payment
- Ensuring all payments are properly authorised, liaising with Trustees where appropriate
- Entering payments onto our banking system
- Requesting receipt of grants and saving to our data management system, Salesforce
- Supporting the Director on production of any financial spreadsheets relating to grants and general financial data

- Assisting with queries arising from the audit process, where appropriate

2. Governance support.

In liaison with the Trust Director this will include

- Minuting Board meetings;
- Finalizing and circulating papers to trustees in advance of meetings;
- Organising diaries for the trustee meetings;
- Ensuring that all our paperwork relating to governance is up to date;
- Support with the recruitment and induction of any new trustees and any other adhoc tasks

3. General administration

- Office management of the team shared space and management of office supplies
- Working with the team to ensure website content is edited and up to date
- Inputting relevant grants data onto our Salesforce data management system
- Following up all relevant paperwork at point of grant agreement, such as Terms and Conditions
- Coordinating diaries and team meetings
- Supporting the organisation of key events such as our annual partner meeting; community of practice meetings; The Listening Fund and any other roundtables we organise.

In addition to the key tasks, for the right person there will be the opportunity to get involved in a range of meetings alongside all the team members, visit the charities we fund, and learn about the role of Trust and Foundations in the voluntary sector; governance of charities; and key issues such as policy change.

Essential skills and experience

We welcome applications from young people, including young people who have previously offended, care leavers, those with experience of homelessness, or who have faced other forms of challenge.

We are looking for the following.

- Experience in providing administrative support within a busy team. Charity sector experience is desirable but not essential.
- Numerate with a relevant qualification e.g. A level Maths or equivalent. Experience of financial admin is desirable but not essential.
- Excellent IT skills, experienced in using Excel. Experience of using bookkeeping software is desirable but not essential.
- Resourceful with a high degree of initiative– happy to work independently but also as part of a team
- Willing to learn and undertake training if offered

- Flexible approach to work including excellent time management and self-motivation
- Strongly motivated by the mission of the Blagrave Trust

Terms, conditions and practicalities

This position will initially be offered as a part-time role – 2 - 3 days per week depending on the individual's preference, availability and productivity. The role is based in our central London office (Alternatively, for the right candidate, it could be based with the Regional Partnerships Manager in Wiltshire/ Somerset.) The position will have a key role in ensuring the office runs well so the postholder will be expected to spend at least 2 days per week in the office, with the option of some homeworking depending on hours.

The starting salary is £24,000 - £26,000 pro rata subject to skills and experience. We offer 5% of salary in employer pension contributions and 25 days of annual leave pro rata.

To apply: Please send a CV and covering letter stating your interest in the position and highlighting relevant experience to Tessa Hibbert tessa.hibbert@blagravetrust.org by 19 Sept 2019. Should you wish to discuss the position before applying, then you are welcome to drop Tessa a line requesting a telephone conversation.

Closing date: 19 Sept 2019

Shortlisted candidates will be notified by 24 September 2019. Interview date Thurs 26 September.