Andrew Lloyd Webber Foundation

Job Description

DATE:	November 2026
JOB TITLE:	Foundation Administrator
CONTRACT TYPE:	PART TIME – 3 days per week
REPORTS TO:	Director, Andrew Lloyd Webber Foundation

Job Summary

The Andrew Lloyd Webber Foundation's principal objectives are to advance the arts, culture and heritage for the public benefit. Its focus is on the enhancement of arts education and participation, improving access and increasing diversity across the arts, culture and heritage sector. The Foundation's supports a wide range of initiatives that widen access to arts education. These include a prestigious scholarships programme, Get Into Theatre and the Music in Secondary Schools Trust (MiSST), which has reached more than 40,000 students through its Andrew Lloyd Webber Programme, providing free musical instruments, weekly tuition and opportunities to perform.

The Foundation Administrator plays a central role in the effective operation of the Foundation. As the first point of contact for enquirers and stakeholders, the postholder will provide high-quality administrative, grants management, governance and operational support to the Director.

Working to the Director, supporting the trustees, and working closely with the Lloyd Webber entertainment companies and external stakeholders, the Foundation Administrator will help ensure that grant programmes are delivered efficiently, trustee meetings are well supported, records are maintained accurately, and applicants receive a professional and responsive service.

The role offers the opportunity to gain broad experience across all aspects of grant-making and foundation management. Initiative, flexibility and the confidence to work independently are essential for this role.

MAIN RESPONSIBILITIES

- Maintenance and data entry of grant giving database.
- Administration of scholarships and grant awards involving due diligence of grant applications, follow up with applicants, preparation of information to trustees and regular contact with grantees.

- Assisting in the preparation of regularly scheduled reports, producing statistical data and formulating spreadsheets and presentations.
- Minute taking and trustee pack production for trustee meetings.
- Ensuring website and social media is updated regularly.
- Compilation of 360Giving information to support grant-making transparency.
- Monitoring and responding to general enquiries, invitations and correspondence
- Maintaining charity governance records and compliance administration, filing
- Administration of weekly finance expenses and invoices for approval
- Ensure contact lists and scholarship details are kept up to date

PERSON SPECIFICATION:

Essential Knowledge and Experience

- Experience in an administrative role with responsibility for coordinating multiple activities and priorities.
- Excellent organisational skills and strong attention to detail.
- Experience of maintaining databases and accurate records.
- Experience preparing meeting papers, agendas and minutes.
- Proficiency in Microsoft Office, including Word, Excel and Outlook.
- Strong written and verbal communication skills.
- Ability to manage confidential and sensitive information appropriately.
- Ability to work independently and use initiative.
- Excellent time management and prioritisation skills.

Desirable Knowledge and Experience

- Experience within a charity, trust, foundation or not-for-profit organisation.
- Experience supporting a grant-making programme.
- Experience working with trustees, boards or committees.
- Experience of maintaining websites.

Personal Attributes

The successful candidate will be:

- Highly organised and methodical.
- Friendly, professional and approachable.
- Reliable and trustworthy.
- Have good attention to detail.
- Flexible and adaptable.
- Able to communicate effectively with people from diverse backgrounds.
- Committed to excellent service and stakeholder care.
- Enthusiastic about the role of philanthropy and charitable giving in supporting the Arts