

Wainwright Trusts

Administrator - freelance

Day to day activities

- Check and respond to emails (usually applicants or grantees), post (rare) and phone calls (rare)
- Filing and record keeping
- Manage cash float and maintain stationery etc supplies

Funding round activities (there are three joint meetings of the two trusts each year)

Processing applications and preparing for trust meetings

- Receive, evaluate and respond to initial applications
- Collate and prepare lists of applications and documents submitted for first and second stage shortlisting with nominated trustee(s), including Zoom meetings with trustee(s) at each stage
- Handle all follow-up communications with applicants during shortlisting stages
- Compile draft and final agendas and supporting documents, including financial summary, and distribute to trustees
- Set up zoom meetings as required

Attend all formal trust meetings in person or (by arrangement) by Zoom, providing administrative support, including taking minutes

After meetings

- Communicate with applicants and any follow-ups
- Prepare and submit requests for online bank transfers to successful applicants
- Prepare draft and final approved minutes
- Compile and circulate actions arising
- Update review record
- Prepare report to 360° Giving

One year on from the award of all grants and linked to the cycle of meetings

- Pursue, assess and collate end of grant reports from grantees for the annual review of grants for both trusts

Annual and other recurring activities

- Communication with, and provision of information to, the trusts' accountants
- Compliance with company law on annual director's meetings of the AWRT
- Compliance with the trusts' GDPR policy
- Updating information on the trusts' website