



SHAKESPEARE BIRTHPLACE TRUST

GENERAL INFORMATION

Grants & Trusts Manager

Reporting to	Head of Grants & Trusts
Senior Manager	Director of Development
Location	Bell Court offices and remote working
Contract type	Full-time, permanent
Salary	£33,956.00 to £39,211.20 per annum, dependent on knowledge, skills and experience
Hours	<p>You will be contracted to work 35 hours per week. Your working pattern will normally be 9.00am to 5.00pm Monday to Friday, but you will be expected to work evenings and weekends when there are special events.</p> <p>Hybrid working arrangements are currently a minimum expectation of 60% onsite working with 40% remote working.</p>
Accommodation	Is not provided for any roles at the Shakespeare Birthplace Trust.
Annual Leave	The annual leave year runs from 1 January to 31 December. The annual leave entitlement is 23 days, plus 8 Bank Holidays. The annual leave entitlement increases with length of service and is pro rata to your contracted hours and start date.
Probation	There will be a six-month probationary period.
Pension	<p>The Trust's auto-enrolment date was 1 July 2014, if you meet the criteria you will be auto-enrolled into the pension scheme.</p> <p>However, following the successful completion of the probationary period you will be able to join the full Group Personal Pension Plan set up by the Trust.</p>
Closing Date	The closing date for applications is Sunday 27 April 2025 .
Interview Date	First stage interviews will take place on Wednesday 7 May 2025 and will be in-person in Stratford-upon-Avon.
Starting Date	As soon as possible or by agreement with the successful candidate.