



Grants & Administration Officer Job Description

Job Title:	Grants & Administration Officer
Role Type:	Part-Time: 3 days per-week Hybrid: 2 days office based and 1 day working from home
Reports to:	Foundations Manager
Line Management:	None
Purpose of Role	<p>To ensure the effective management and delivery of: the work of the Thomas Wall Trust (a grant making charity supporting the education and vocational opportunities of disadvantaged persons); and the Membership and Development staff of The Skinners' Company.</p> <p>To support the board of Trustees as secretary, managing the Trust's programmes of funding, and facilitating the effective administration of the charity. (two days per-week)</p> <p>Additionally, to provide wider administrative support to several Skinners' Company committees, and related staff, in its membership functions. (one day per-week)</p> <p>This is a varied role, but benefits from strengths and skills in secretarial support to committees, in grant making, and in general administration.</p>
Context and Background:	<p>Thomas Wall created his Trust in 1920 for the "<i>encouragement and assistance of educational work and social service</i>". Today, the Trust continues to assist in these areas by providing grants to individuals and organisations.</p> <p>The Trust is administered by the Skinners' Company, a Livery Company of the City of London which itself runs various schools and charities. As a membership organisation, it operates committees and general work to support this membership, and seeks to fundraise from this course to the benefit of its chartable activity.</p>
Budget Responsibility:	Managing the annual budget for the Thomas Wall Trust; ensuring equitable distribution of funds, and ensuring full spend, each financial year.

<p>Key Internal Relationships:</p>	<ul style="list-style-type: none"> - Chair & Trustees of the Thomas Wall Trust - Chair & membership of the Skinners’ Company Membership and History Committees - Skinners Company Staff: including Foundations Manager; Membership, Events and Communications Manager; Head of Development and The Clerk
<p>Key External Relationships:</p>	<ul style="list-style-type: none"> - Applicants for, and recipients of, grants made by the Thomas Wall Trust – both individuals and organizations - Benefactor database support - Turn2Us
<p>Key Tasks:</p>	<p><i>Thomas Wall Trust</i></p> <ol style="list-style-type: none"> 1. To act as primary contact for all matters relating to the Thomas Wall Trust, both internal and external. This includes responding to all public enquiries and providing advice and guidance to applicants. 2. Assessment of all applications to the Trust for funding; analysing proposals and making recommendations for awards. This includes liaising with applicants regarding their submission and/or contacting references and presenting cases to the Trustees or Foundations Manager for a decision. 3. Maintaining effective monitoring and evaluation of all programmes of funding; ensuring an evidenced understating of impact is known. Developing this as appropriate. 4. To manage and accurately maintain database systems (Benefactor) which will help administer and monitor the work of the charities, developing these as appropriate. 5. To prepare and sign off payment requests and other financial documentation, ensuring that grants are paid in accordance with the Charity Committees’ decisions and policy. To monitor budgets as required. 6. To ensure a comprehensive and accurate filing system is maintained for correspondence and data relating to the charities. To transfer records for archiving and as necessary. To delete files (manual and electronic) in accordance with any Data Protection Policy and GDPR. 7. To act as secretary to the Thomas Wall Trust board of trustees: preparing agendas and reports, taking minutes, and circulating papers for meetings. With this, to produce further reports and briefing papers as required.



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	<ol style="list-style-type: none">8. To organise venue booking, catering arrangements and meeting attendance, ensuring that members are attending as agreed in their terms of office.9. Where necessary, working with trustees to develop charity strategy and strategic reviews – providing recommendations to the Committee to reach its decision on new strategy.10. To maintain the Trust’s website and database.11. To liaise with auditors of the Thomas Wall Trust.12. To contribute to the development of new and existing grant programmes. To respond to potential new partners in need of a grant-making service, carrying out desk research to support the scoping of new project ideas13. Ensuring the charity maintains legal compliance in all areas of its operation with the support and guidance of the Skinner’s Company. This includes remaining abreast of all developments and changes in charitable law that pertain to the charity.14. To coordinate any matters arising with regards to the two properties owned by the Trust and liaising with the legal teams associated with these.15. To maintain and develop professional networks, both internally and externally, to the benefit of the charity philanthropy.16. To liaise with other team members within the Charities Section and Skinners’ Company.17. To attend training relevant to the role; to participate in supervision from the Grants Manager/Clerk and annual appraisal. <p><i>Skinners’ Company</i></p> <ol style="list-style-type: none">18. To act as administrator of the Membership and History Committees (preparing papers and minutes)19. Supporting the production and distribution of Company publications
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	<ul style="list-style-type: none">20. Assisting the administration of membership events21. Updating Salesforce with Membership data22. Any other duties your manager might reasonably ask you to do
Additional Information:	The post is based at Skinners' Hall in the City of London. It includes attendance at occasional evening events at the Hall.