Job Description: Trust Support Officer

Part-time | 3 days (22.5 hours) per week | Ealing, West London

About the Marr-Munning Trust

The Marr-Munning Trust is an independent grant-making trust supporting charitable projects in the Indian Subcontinent, South East Asia and Sub-Saharan Africa.

The Trust aims to make a real difference to the lives of people in some of the poorest communities in the world, with a focus on long-lasting solutions rooted in the communities themselves.

The Trust currently focuses its support on education and livelihoods programmes and works with registered, independent charitable organisations and not-for-profit organisations that share its aims and values.

Role overview

Job title	Trust Support Officer
Reports to	Trust Director
Working with	Trustees, grantees and applicants, property managers, the Trust's accountant and other external advisers and service providers
Hours	22.5 paid hours per week, normally worked over 3 days (based on a 37.5-hour full-time week)
Location	Office based in Ealing, West London, with the option to work from home for up to 1 day per week after successful completion of probation
Contract type	Fixed-term contract for 1 year, with the possibility of extension
Salary	£29,000-£32,000 full-time equivalent, pro rata for 3 days per week (£18,600-£21,600 per annum), depending on skills and experience
Pension	Workplace pension with auto-enrolment contributions at statutory minimum rates
Holiday	25 days per year full-time equivalent, pro rata to 15 days for 3 days per week, plus bank holidays pro rata

Purpose of the role

The Trust Support Officer will provide practical administrative, grants, governance and operational support across the work of the Trust. Working closely with the Director, Trustees and relevant external contacts, the postholder will help ensure that the Trust's grant-making, office administration, records, communications and property-related activities run smoothly and professionally.

The role would suit someone with established administrative and IT skills who is organised, reliable, willing to learn and interested in international development. Training and guidance on the Trust's systems and processes will be provided.

Key responsibilities

Grant application and grantee support

- Assist with processing and organising grant applications and organisational profiles.
- Maintain accurate records of applications, grants, grantees and related correspondence.
- Help prepare papers, summaries and information for review by the Director and Trustees.
- Work with the Director to communicate with grantees and provide a professional and supportive service.
- Manage grantee bookings and access to the Trust's office facilities.

Administration, finance and office support

- Provide general administrative and operational support across the Trust's work.
- Assist with diary coordination, meeting preparation, document production and document management.
- Maintain well-organised electronic and paper filing systems.
- Undertake accurate data entry and record keeping across the Trust's systems.
- Support routine finance administration, including maintaining payment schedules, preparing payment information and liaising with the Trust's accountant where required.
- Help keep the Trust's website and other routine communications up to date.
- Support the administration of the Trust's freehold property interests and liaise with property managers and other external advisers as required.

Governance and wider support

- Assist with the preparation and administration of trustee meetings, trustee training and events.
- Attend and support occasional trustee meetings held in the evening, with reasonable notice.
- Communicate and work effectively with Trustees and external contacts on behalf of the Trust.
- Assist with other tasks that may arise within a small grant-making trust.
- Work flexibly and collaboratively, taking responsibility for agreed tasks and priorities.

Person specification

Applications will be assessed against the criteria below. Formal educational qualifications are not required, but applicants should be able to demonstrate relevant administrative experience and the skills needed to contribute effectively from the outset.

Essential

- Previous experience of administrative or office-support work, with evidence of managing routine tasks accurately and reliably.
- Good working knowledge of Microsoft 365 or comparable office software, including Outlook or email, Word or document production, Excel or spreadsheets, shared filing systems and online meeting tools.
- A good standard of spoken and written English, with the ability to communicate clearly, professionally and appropriately with different audiences.
- Strong organisational skills, with the ability to prioritise work, meet deadlines and keep accurate records.
- Good attention to detail and confidence working with data, documents and routine financial information.
- The ability to work independently, use initiative appropriately and ask for guidance when needed.
- A collaborative and flexible approach suited to working in a small organisation and with Trustees and external contacts.

- An interest in international development and the not-for-profit sector, and alignment with the Trust's mission and values.
- Willingness and ability to work primarily from the Trust's office in Ealing and to attend occasional evening trustee meetings.

Desirable

- Experience in a charity, grant-making organisation, membership body or other not-for-profit setting.
- Experience of maintaining a website or updating online content.
- Experience of finance administration, grants administration, governance support or property administration.
- Experience of using a CRM, grants-management database or SharePoint.

Working arrangements and remuneration

The role is for 22.5 paid hours per week, normally worked over 3 days. It is primarily office based in Ealing, West London. After successful completion of probation, the postholder may work from home for up to 1 day per week, subject to agreement with the Director and the operational needs of the Trust.

The appointment will initially be offered on a 1-year fixed-term contract, with the possibility of extension. The salary range has been benchmarked against administrative and officer-level roles in the charity and foundation sectors and reflects the varied responsibilities of the post.

Benefits

- Pension: Eligible employees will be enrolled into a workplace pension in line with auto-enrolment requirements. Contributions will be paid at the statutory minimum rates.
- Holiday: 25 days' annual leave for a full-time role, pro rata to 15 days per year for a 3-day-per-week role, plus bank holidays pro rata.

Equal opportunities and right to work

The Marr-Munning Trust welcomes applications from people of all backgrounds. We are committed to treating all applicants fairly and with respect and to providing an inclusive recruitment process.

Applicants must have the right to work in the UK. The Trust is not currently able to sponsor a work visa for this role. Evidence of the right to work will be required before employment begins.

How to apply

Applicants should submit a CV and complete a short application form via the Trust's website.

A note on your application

We want to understand your experience, how you approach your work and what is important to you. We are more interested in personal, specific answers than highly polished ones. You may use tools, such as AI, to help with spelling, grammar or presentation, but the experiences, examples and reflections should be your own.