

## JOB DESCRIPTION

### Team Administrator, Swire Trusts

#### Maternity Cover (min 7 months from August 2024)

Open to full or part time, £30k to £35k pro rata  
Based in London (Victoria), with some hybrid working

Thank you for your interest in the role of interim Charities Team Administrator at the Swire Trusts. This is a key role within our small team, supporting colleagues and charities by ensuring that the administration of our grant making runs smoothly. We are currently looking for maternity cover for a minimum of 7 months from August 2024.

In this pack you will find:

- Background information about our grant making
- More details about the role
- Summary Job Description and Person Specification
- Summary terms and conditions
- Details of how to apply

#### About our grant making

In 2023 the Swire Trusts awarded £10 million in grants to more than 475 charities through five charitable Trusts. These are the [Swire Charitable Trust](#), funded by John Swire & Sons Ltd, the London headquartered parent company of the Swire Group, two family trusts (Adrian Swire Charitable Trust, and the John Swire 1989 Charitable Trust), and two personal Trusts. The Charities Team manages grant making across our charitable Trusts. Each Trust is overseen by its own Board of Trustees, supported by the Charities Team.

The Swire Charitable Trust actively invites applications within three grant-making programmes focusing on Opportunity, Heritage, and Environment. Details of these grant making programmes can be found [here](#). Grant making through our family trusts supports a wide range of charities that reflect the interests of trustees, the Swire family, and other stakeholders. It is rare for grants awarded through the family trusts to be awarded in response to unsolicited applications.

#### About the role

The Charities Team Administrator plays a vital role, supporting colleagues and charities by ensuring that the administration of our grant making runs smoothly.

Key areas of work include responding to queries from potential applicants and from current grant holders, preparing papers for committee meetings, taking minutes, confirming grants awarded, checking bank details, processing invoices and payments, maintaining accurate data entry in our grant management system, and running reports.

Experienced in providing administrative support, the successful candidate will be comfortable working in a small team and on their own initiative. They will be well-organised, with an eye for detail and high levels of accuracy. Proficiency in office systems and in financial administration is essential. Experience of using a database or contact management system is highly valued.

### Swire Trusts

Swire House, 59 Buckingham Gate, London SW1E 6AJ

## Summary Job Description

Responsibilities will include, but not be limited to:

### Handling enquiries and applications

- Being the first point of contact for phone, email, and voicemail enquiries
- Responding to enquiries and queries from potential applicants, applicants, and grant holders
- Responding to and managing offline applications

### Supporting committee meetings

- Managing the meeting schedule
- Preparing and circulating meeting papers
- Taking Minutes at Trustee meetings, clearly logging decisions and actions
- Preparing and circulating relevant forms and documents to Trustees for signature

### Supporting the administration of grants

- Updating and maintaining records on our grant management system (Salesforce)
- Preparing and sending emails at different stages of the grant making process
- Checking and chasing bank details and providing administrative support for grant payments
- Requesting and logging monitoring and reporting information from grant holders

### Team Administration

- Arranging calls for the Charities Team
- Logging and submitting invoices and expenses

## Person Specification

Attributes required include:

- Experience in administration (please note that charity or grant making experience is not essential)
- Well organised, with a positive, friendly disposition
- Good attention to detail, with high levels of accuracy
- Comfortable working in a small team
- Able to develop and maintain excellent working relationships with a range of stakeholders
- Excellent verbal and written communication skills
- Quick to pick things up, prioritise and manage own workload
- Fully proficient in Office 365 suite, particularly in Excel
- Experience of using a customer or grants management system such as Salesforce is highly valued

## Summary terms and conditions

The postholder will join the Charities Team at Swire House in Victoria. This role is offered on a full or part time basis (3 to 5 days a week pro rata), with some hybrid working. Normal hours of work are 9am to 5.30pm. The salary for this post is £30,000 to £35,000 pro rata, subject to experience. The postholder is entitled annual leave (25 days pro rata), plus bank holidays.

## How to apply

Please send your CV and a supporting statement (up to 300 words) to [recruitment@scts.org.uk](mailto:recruitment@scts.org.uk) outlining why you are interested in working for the Swire Trusts and how you meet the requirements of the role and the Person Specification. Applications will be assessed on a rolling basis, with shortlisted candidates will be invited to interviews at our office in before the end of August.

## Swire Trusts

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