

Executive Assistant Samworth Foundation

Main purpose of the post:

As a funder, the Samworth Foundation seeks to bring lasting change to social and environmental issues, both in the UK and internationally, recognising equality of opportunities for all, and promoting the strong values of partnership working. We aim to build lasting relationships with our grantees through a commitment to fund those elements of work or organisational costs other donors are usually unable to fund.

The Foundation is passionate about making systemic change and we look to fund exceptional organisations who work to address the root causes of our strategic priorities: sexual exploitation and the environment, especially where there is a focus on giving people a meaningful voice to take action on the issues that greatly impact on their lives. We favour projects where the community sees a need and aims to encourage people to help themselves. We look for partners who demonstrate this same passion.

The post holder will work closely with the staff team and Trustees and play a lead role in ensuring effective and efficient systems for the operation and delivery of the Foundation's remit work. The post holder will provide a responsive and efficient administrative service to meet the needs of the team. The post holder will use their reason, intellect and judgement to work on their own initiative to deal with matters on behalf of the Trustees and the team when necessary.

The post holder will be an effective communicator, who is able to prioritise own workload whilst responding to interruptions. The post holder will be able to deal with unpredictable work patterns and proactively deal with issues arising.

Main Tasks

- To work with the Trustees, Grants and Research Managers, who are remotely based and their support functions.

Administration

- Act as the public contact point for enquiries about the Samworth Foundation.
- To support Grant Research Managers in the administration of grants awarded including correspondence and arrangements for funding.
- Record all grants and donations on Salesforce database.
- Undertake basic due diligence checks on selected organisations in relation to individual donations.
- Ensure all invoices relevant to the Foundation are validated and payment authorisation procedures followed.

Financial Management

- Maintain an overview of the Foundation's bank accounts, including income from investments and ensure timely processing of invoices, donations and grants to funded organisations.
- Assist in preparation of annual accounts, in liaison with accounting support as required.

Foundation Management

- Provide ongoing administrative and secretarial assistance to the Trustees and Grants Research Managers.
- Organise, attend and minute trustee meetings and in liaison with the Grants Research Manager and prepare reports and papers for these meetings.
- Maintain information management and support systems, including: a grants database, Office365 systems and 360 Giving grant reporting.
- Maintain the Foundation website ensuring content is regularly updated.
- Organise and manage the production of electronic newsletters with updates on Foundation developments.
- Maintain Trustee induction handbook.
- Support the staff team in reviewing systems and ensuring that the Foundation complies with its governing document, charity law and best practice.
- Contribute in the preparation of the annual return and ensure timely submission of the annual return to the Charity Commission.
- Support the Trustees and staff team in ensuring decisions taken at meetings are implemented.
- Support the Trustees and the staff team in any other administrative tasks as required.
- The post-holder will be encouraged to develop a broad understanding of the issues involved in good practice and governance of a charitable organisation.

Person Specification

Essential

- Strong administrative experience; using databases, payment processing, record management.
- Excellent communication skills – verbal and written skills, good telephone manner, 'personable', with experience of dealing with people at all levels.
- Proficient in Microsoft Office, particularly Word, Excel, PowerPoint and Outlook with the ability to learn quickly how to use new systems and software.
- Pro-active and positive approach to work and someone who takes initiative.
- High attention to detail and good organisational skills are required for this role.
- Able to use initiative to progress projects, whilst understanding the need to check and consult where appropriate.

Desirable

- Good understanding of grant making.
- Experience using Salesforce grants database or similar grants management systems.
- Finance or accounts qualifications an advantage but not necessary.
- Knowledge of charity financial management and accounting requirements.

