

John Moores Foundation

Job Description

1. Job Title: Trust Officer (Northern Ireland)

2. Hours of Work and Salary:

This post is part time, and the salary is £23,000 for a 21 hour week. The post is likely to involve some evening and weekend work for which time off in lieu is available. John Moores Foundation operates a Contributory Pension Scheme at 9% of salary. Annual holiday entitlement is 18 days plus bank holidays.

3. Reporting To: Grants Director

4. Main Purpose of the Job:

The Trust Officer will administer John Moores Foundation's Northern Ireland (NI) office, and assess grant applications under the guidance of the Northern Ireland Advisory Group (NIAG) and in accordance with charity law and the policies agreed by the Trustees.

5. Main Responsibilities:

Organisation and Administration

The Trust Officer will ensure that the Foundation's affairs in NI, including financial, administrative and grant making are managed in accordance with the wishes of the Trustees. To include:

- developing, implementing and maintaining financial systems that will assist in the administration of the Foundation's NI budget and the day to day accounts of the NI office;
- preparing regular reports and financial statements for the Trustees;
- preparing and circulating reports and minutes of the NIAG meetings;
- dealing with telephone and email enquiries;
- maintaining records of grant applications received using the Foundation's bespoke grant management system.

Investigation and Assessment of Applications for Funding

A major part of the role of the Trust Officer will be the investigation of applications for funding. The Trust Officer will:

- investigate applications as required, after consultation with the NIAG, often by visiting the projects concerned;
- prepare reports for the NIAG;
- convey the NIAG's recommendations to the Trustees;

- convey to the applicants the decision of the Trustees, where appropriate setting out conditions of grants;
- ensure that contact is maintained with successful applicant groups in order to monitor their progress and evaluate the work undertaken;
- ensure that all applications are processed efficiently and effectively;
- ensure that during the application and monitoring process all applicant groups are treated with sensitivity.

Policy and Information

The Trust Officer will:

- establish and maintain networks with other organisations in order to assist with the assessment and evaluation of grant applications;
- publicise the work of the Foundation as appropriate, including by attendance at funders' fairs, network meetings, etc.;
- contribute to the Trustees' policy discussions as appropriate and undertake basic research as required by the Trustees;
- be expected to maintain records of all applications received, grants made and organisations funded;
- keep up to date with information of relevance to the Foundation, including relevant charity law, and bring to the attention of Trustees matters of which they should be aware;
- undertake other duties as necessary in accordance with the needs of the Foundation.

This post is self-servicing and the Trust Officer will be responsible for all of the administration related to the post.

6. Place of Work:

The post will be based in Northern Ireland at a location to be agreed, but the Trust Officer will be expected to make occasional visits to Liverpool to liaise with the Trustees.

7. Equal Opportunities:

JMF is committed to its equal opportunities policy and the Trust Officer will be expected to carry out their duties in accordance with the policy.

8. Training:

Training will be provided where necessary.

9. Confidentiality:

Whilst acknowledging the need for information to be shared amongst the NIAG and with Trustees, the Trust Officer will be expected to maintain strict confidentiality of information conveyed to them by grant applicants and by the Foundation, and will be required to sign a Confidentiality Agreement to this effect.

John Moores Foundation

Trust Officer (Northern Ireland)

Person Specification

Essential requirements

- Good geographical knowledge of Northern Ireland and sensitivity to its communities
- Good knowledge of grass-roots voluntary and community organisations in Northern Ireland and their evolving needs
- An understanding of the regional and sub-regional voluntary support and funding infrastructure in Northern Ireland
- An awareness of the current sustainability and policy issues facing voluntary and community organisations
- Experience of evaluating (and monitoring) projects
- Good written and verbal skills
- Strong Information & Communication Technology and administrative skills
- Ability to understand and operate financial systems and to create financial reports
- Good time-management skills
- Good self-motivation
- Ability to work on one's own initiative, and also as part of a team
- Empathy with the aims and values of the Foundation
- Understanding and commitment to working within the principles of anti-discriminatory practice
- Ability to meet the travel requirements of the job

Desirable qualities

- Experience of grant-making to voluntary and community organisations
- Possession of a full driving licence and access to a car