

**Foundations and Grants Administration Assistant****Reference: HQ00181125****Location: London or Surrey Hybrid****Salary: £23k - £28k****Contract type: Permanent****Date closing: 30/05/2022**

The Fidelity Foundation, a group of UK and international corporate grant-making Foundations that support non-profit organisations in the UK and internationally, is currently looking to recruit a Foundations and Grants Administration Assistant.

The Foundations' approach to grant-making is distinctive in that it focuses on building the capacity of non-profit organisations to enhance impact, sustainability and/or efficiency so charitable organisations are in a stronger position to fulfil their mission and objectives. Operating across the UK, Europe and Asia Pacific, priority programme areas for the Foundations include: education; tackling disadvantage; health and wellbeing; and arts, culture and heritage.

The overall purpose of this role is to support the day-to-day operations of the Foundations. Working closely with the Grants Administrator, you will be responsible for a variety of tasks that contribute to the overall effectiveness and efficiency of the team. This will include supporting grants administration, assisting the preparation of board papers, diary management, organising travel, proof-reading documents, and basic financial tasks.

To be successful as a Foundations and Grants Administration Assistant, you will have proven administrative experience, exceptional attention to detail and organisational skills, and excellent written and verbal communication skills. Demonstrating a strong track record in providing wide-ranging administration support, this person will be client focussed, self-motivated and able to manage a diverse workload. Knowledge and experience of the charitable/grant-making sector is desirable, as well as being IT savvy, resourceful and having experience of handling databases. This is a great opportunity to join a small but growing and dynamic team that operates internationally.

*As a specialist Recruitment Practice we are committed to building inclusive and diverse organisations, and welcome applications from all sections of the community. We invest in your journey as a candidate and are committed to supporting you in your application.*

Apply Link: <https://jobs.prospect-us.co.uk/jobs/details/hq00181125>