

THE SCHRODER FOUNDATION

GRANTS & ADMINISTRATION OFFICER
RECRUITMENT PACK

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The Schroder Foundation is committed to best practice in
Equality, Diversity and Inclusion

THE SCHRODER FOUNDATION

Are you the Grants and Administration Officer?

- Are you interested in a wide range of charitable causes, as well as culture and the environment?
- Do you genuinely enjoy delivering a first-rate administrative function?
- Would you like to manage a grants programme?
- Are you flexible, open, curious and a small-team player who is also a self-starter and able to manage your own workload?

If so, then you may be the right person to join our small team and make a key contribution to our work over the coming years.

Who We Are

The Schroder Foundation is an independent grant-making charity (*Reg No. 1107479*). It currently has a board of six Trustees. It donates up to £1.5m per year to a wide range of charitable causes.

The Schroder Foundation is wholly independent of Schroders Plc, the asset management company.

The Foundation's Charities Office also provides administrative services to four other charities, which are:

- Schroder Charity Trust
- German Christ Church London Charity
- Charities Administered by the Kaiser Wilhelm II Fund
- The Mallinckrodt Foundation

What We Do

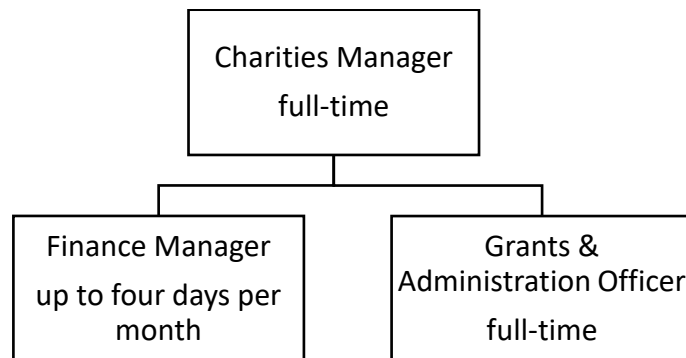
The Schroder Foundation has a strong focus on building relationships with the charities that it supports, broadly within the following areas of giving:

- Arts, Culture & Heritage
- Education & Young People
- Environment & Conservation
- Health & Medicine
- Social Welfare & Community

The Trustees are proactive in their initiative to identify grant recipients with the support of the Charities Manager and Grants & Administration Officer.

The Foundation also operates a sub-committee for its charitable giving on the Isle of Islay on the west coast of Scotland, where the family have been a part of the community for more than 80 years.

The Schroder Foundation Organisation Structure



The role

The Grants and Administration Officer role is integral to the Foundation and is a blend of grant making and ensuring the smooth running of the Charities Office. They will work alongside the Charities Manager to strengthen the administration and grant-making systems, processes and policies in order to ensure maximum efficiency and effectiveness. The post-holder will need to be competent and comfortable with change and administration and they will need a genuine interest in how to make things work better. So they will be confident about sharing their ideas about how to improve the way in which the charities are administered. If you are particularly interested in specific charity management tasks, such as the finances, or the tech etc, then there will also be opportunities to build expertise and knowledge in your areas of interest.

The postholder will manage a busy and varied workload, which includes being the first point of contact for enquiries into the Charities Office, liaising with Trustees, involvement in meeting preparations and attending the charities' meetings as minute-taker, handling grants administration, supporting the Charities Manager with grants management, and maintaining records of grant giving. They will also have responsibility for the application and grant-making process of the Schroder Charity Trust and its website, www.schrodercharitytrust.org including assessing applications, liaising with Trustees on shortlisting, adapting and refining the grant-making process, and managing the website.

In addition, they will support the Trustees and Charities Manager in contributing to the ongoing development and strategy of The Schroder Foundation – alongside the other charities to which they will provide services – to ensure it continues to grow as a well-run and well-respected Foundation within the UK grant-making sector. So, this is an ideal role for someone who would like to be engaged in the whole picture of a grant-making foundation.

More about you

The Grants & Administration Officer will be self-motivated and well organised. You will need to demonstrate excellent communication skills and an aptitude for a range of administrative tasks. You will also have good analytical and numerical skills, to support the range of grant-making across the charities.

As the team is very small, this is a great opportunity for someone to get involved in all areas of the Foundation's work and to understand the whole picture of how a charity functions, from contributing at a strategic and organisational level, being involved in the development and delivery of the grants programmes and being integral to the overall administration of the charities office. Our size also means that they will need to be flexible as there are times when it is very busy – especially around the meetings cycle – so you will need to be able to work under pressure and juggle what can sometimes be a demanding workload. The Grants & Administration Officer will also need to be good at using their own initiative and at finding solutions but will also know when it's time to consult and ask for guidance from colleagues.

This post would suit a wide range of candidates but whatever your motivations, we would like to hear from you, particularly if you enjoy a variety of tasks and challenges, are a good communicator, have strong organisational skills, are a small team player, are flexible and a problem solver.

We value and respect all the differences that make us who we are, including: age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, and social background. So, whoever you are, if you feel you have the skills and experience to do this role, we'd really like to hear from you.

THE SCHRODER FOUNDATION

Job Title:	Grants & Administration Officer
Location:	Rivington Street, London EC2A 3AY & Remote The postholder will need to be in the London office 2–3 days per week with flexibility to work from home for part of the week
Post:	Full time (35 hours per week, Mon–Fri)
Duration:	Permanent
Reporting to:	Charities Manager
Salary:	£28,000 to £33,000 per annum
Benefits:	10% non-contributory pension, 25 days annual leave and access to Pirx (employee benefits scheme)

Purpose of the Role:

To take responsibility for the application and grant-making process of the Schroder Charity Trust and its website and to provide support to the Charities Manager and Trustees to underpin the smooth running of the following charities:

- The Schroder Foundation
- The Schroder Charity Trust
- The Charities Administered by the Kaiser Wilhelm II Fund
- The Mallinckrodt Foundation
- The German Christ Church London Charity

Key Responsibilities:

General Grant-Making Support

- Deal with all general enquiries, including logging initial enquiries and applications received for the Charities, and provide direction and guidance where appropriate.
- Provide routine grants management support to the Charities Manager, including managing reporting timescales and reminders, processing grant agreements, etc.
- Support the Charities Manager in preparing documentation such as drafting grant offer letters, report cover notes and summary proposal forms.
- Provide meeting support to the Charities Manager for external meetings as required, by organising meetings, taking notes and minutes, capturing actions, etc.
- Maintain up to date and accurate records of applications and grant-giving for the five charities, using a Salesforce grants management system.

The Schroder Charity Trust – Grant Making Programme

The post holder will have day-to-day responsibility for the Schroder Charity Trust's grant-making programme. The Schroder Charity Trust has been operating for over 70 years. It is a generalist grant-making charity considering applications from a range of charities via an online process. It makes grants of up to £5,000 per charity. Each year, it receives approximately 800 applications and approves around 120 grants.

Key Responsibilities include:

- Assessing and managing applications for funding to the Schroder Charity Trust, including analysing information against agreed criteria and interpreting financial accounts and data.
- Providing the Trust Directors with clear assessment reports for each application to support decision making.
- Liaising with the Charities Manager and the Trust Directors on the application shortlisting and grant-making processes, adapting and refining these as required.
- Informing applicants of the outcome of their application and working with the Finance Manager and Charities Manager to arrange payment of donations.
- Grants Management – manage and monitor the caseload of grants, advising Trustees of any key developments.
- To be the first point of contact for applicants and potential applicants regarding the process and any issues experienced with the web-based application process.
- Responsibility for the day-to-day management of the Schroder Charity Trust website, ensuring it is functioning and liaising with the website company to make changes and address issues.

General Support to the Charities/Charities Office

- Ensure the smooth running of the Charities Office including processing and managing incoming and outgoing mail, incoming telephone and email enquiries.
- Maintain accurate and up-to-date paper and electronic filing systems, providing support around file storage and management in compliance with the Data Protection Act and GDPR.
- Process and manage invites and attendance for events, liaising with the Charities Manager and the Trustees regarding their attendance.
- Manage the annual meeting arrangements for the five charities including liaising with Trustees to confirm the schedule of meeting dates, booking the venue and liaising with the venue regarding catering and attendees.
- Scan, collate and distribute the papers for the various charities meetings.
- Assist in the production and presentation of papers for the various charities' meetings.
- Attend the charities' meetings to take notes, record minutes and actions (approximately 12 meetings per year).
- Provide support to the Trustees of the charities as required, which includes providing them with information and support as well as helping to resolve issues.

- Represent the Trustees of the five charities (and the wider Schroder family) at various events & meetings associated with charities and organisations.
- Network with peers, particularly within the grant making sector, in order to keep up to date with developments in the sector and learn from others with the aim of supporting the best possible practice for the charities.
- Work closely with the Charities Manager to ensure the overall smooth running of the charities and to input into the ongoing development of processes, procedures, policy and strategy.
- When asked, deputise for the Charities Manager.

PERSON SPECIFICATION

Experience and Skills	E	D
Experience of working in or with the charitable sector.	✓	
Understanding of some legislation relevant to charities and voluntary organisations.	✓	
Knowledge or understanding of grant-making processes and procedures.	✓	
Experience of using a grants management system or database.		✓
Strong organisational skills with ability to multi-task, prioritise and deal with interruptions.	✓	
Good analytical skills, with the ability to gather, interpret and assess information from a variety of sources, assess risk and identify key issues.	✓	
Good numerical skills, with an ability to analyse and interpret financial information.	✓	
Excellent verbal and written communication skills.	✓	
Abilities and Aptitudes		
Ability to work under pressure and at a fast pace whilst maintaining attention to detail and accuracy.	✓	
Excellent computer literacy and associated skills, such as the ability to use Excel, Word and PowerPoint, to produce graphs, presentations etc.	✓	
Ability to think creatively to solve problems and take initiative.	✓	
Self-motivation and ability to work alone and in a small team without supervision.	✓	
A flexible, helpful and positive professional attitude.	✓	
Willingness to travel occasionally for work outside of London and attend occasional events in the evening.	✓	
A strong sense of empathy for people, the planet and our culture & heritage.	✓	
Good moral judgement and a commitment to supporting the aims of the charities.	✓	
Ability to respect all confidentiality.	✓	
Aptitude for and experience of managing work on databases.		✓
Aptitude for and experience of updating websites.		✓
Knowledge and experience of working with/for high net-worth families.		✓
An understanding of and interest in the current issues affecting the charitable sector.		✓

TIMETABLE

Deadline	1 November at 10am
First stage interviews	8 – 11 November
Panel interview	19 November
Final interview (if needed)	24 November

Please keep some time free on the interview days.

HOW TO APPLY

If you would like to apply for this role, please complete the Application Form (which you can download from [insert link](#)), and the Equal Opportunities Monitoring Form (downloaded from [this link](#)). Attach a CV outlining your career to date, with any academic and professional qualifications.

Please send these three documents, by 10am on 1 November 2021, to Allyson Davies at SF@allysondavies-consultant.com

Information

If you require any further information or you would like to discuss anything in more detail, please contact Allyson Davies at the above email, or call 020 7828 3855 or 0796 855 6164.

Data Protection

The personal information that you provide will be used to process your application for employment with the Schroder Foundation. Personal information about unsuccessful candidates will be held securely for six months after the recruitment exercise has been completed, it will then be destroyed or deleted. If your application is successful and you take up employment, the information will be used in the administration of your employment with us. It will be kept secure and will only be used for purposes directly relevant to your employment.