

THE DULVERTON TRUST

Post: Grants and Administration Officer

Working hours: Five days per week (37.5 hours)

Salary: £32,000-£38,000, depending on experience

Contract: fixed term for 12-months with possibility of extension

Leave: 25 days plus bank holidays

Pension: 8% of qualifying earnings

Reports to: Head of Grants

Location: Central London

Working from: Office with some home-working possible

Working with: Whole team

How to apply: Please send your CV along with a cover letter setting out your suitability for the role to recruitment@dulverton.org, with the subject line 'Grants and Administration Officer'. Please note that we will not consider applications without a cover letter. This is a rolling recruitment process and we will make contact as we receive applications. We hope to make an appointment in April.

The Trust

The Dulverton Trust was founded in 1949 by Sir Gilbert Alan Hamilton Wills, the 1st Lord Dulverton. Lord Dulverton's own fortune had come mainly through the family's business W.D. & H.O. Wills Tobacco.

Over the years, the endowment has been invested. It has also been added to by other members of the Wills family. This has allowed it to grow to over £100m while donating over £120m to much needed charitable causes. The Trust's grant making budget is currently around £3.5m per annum. No fundraising is undertaken although the Trust has from time to time partnered with other funders and made grants on their behalf, which has added considerably to the grants budget. Trustees are open to doing this again.

As a family foundation, the Trustees include members of the Founder's family as well as a number of other individuals with wide experience of the areas and activities supported by the Trust. The staff team comprises four people (3.4 FTE) independent of the family.

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Although much about the Trust is traditional, we have a significant history of supporting innovative collaborations and practice. We were one of the first UK foundations to publish all our giving data on the 360Giving platform and recently delivered a programme, led by our Head of Grants, which delegated £600k to a youth advisory panel to disburse. We regularly partner with other foundations on strategic funding initiatives.

For more information on our funding themes and priorities, please see our website: <https://www.dulverton.org>

The Job

We're looking for a motivated Grants and Administration Officer. We are happy to consider someone who is newer to grant-making but with deep experience of the charitable sector. We will be looking for someone with aptitude for the duties below who will be able to work independently following training where needed. Alternatively, we would be open to a candidate with experience of grant management who can hit the ground running. The salary offered will be commensurate with experience.

The role is split between grants assessment and management and providing administrative support to the team. A more detailed outline of the duties can be found below. We expect the majority of the role to be focused on grants assessment and are looking for someone with a good ability to prioritise a varied workload.

Some travel within the UK will be required for visits to applicant charities and grantees with the possibility of very occasional overnight stays.

The Dulverton Trust is keen to nurture talent and has a generous training budget to help you develop your career.

Duties

Grants assessment and management:

- Process grant applications. This includes:
 - Visiting, meeting and corresponding with applicants.
 - Reviewing, requesting and analysing relevant information, including project/strategic plans, monitoring and evaluation processes and financial documents (including accounts and forecasts).
 - Providing feedback on unsuccessful applications.
 - Preparing written recommendations for submission to the Board of Trustees.
 - Presenting at Board meetings.
- Monitor progress on grants awarded.
- Ensure the timely and accurate recording of activities and transactions with applicants and grantees through the Trust's database, Salesforce CRM.
- Represent the Trust at public events such as seminars and receptions.

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- Contribute to the Trust's 'grants-plus' activity, which aims to support the work of applicant charities through sharing knowledge and experience of good practice and brokering pro-bono consultancy support.
- Take on specific research in relation to current funding priorities or potential new areas of activity, as required.

Administrative support:

- First point of contact for enquiries and invitations to the Trust by post, email and on the phone.
- Responsible for day-to-day management of the Trust's digital systems. This includes Salesforce, Box, Wordpress, Cognito, Zapier and Lastpass. Specific duties vary by programme but generally include keeping data current, ensuring staff have relevant access rights and permissions, and backing up data on a regular basis. Training will be provided on all of these systems.
- Manage the Trust's subscriptions and memberships (e.g. Association of Charitable Foundations, ICO).
- Maintain the Trust's register of interests.
- Prepare Board papers and Minutes (printing, binding and posting papers).
- Update 360giving with the Trust's grants data (training will be provided).
- Support meetings (circulating calendar invitations, booking meeting space, organising catering and on-the-day setup and close down).
- General office duties including keeping the office stocked with stationery and tea/coffee and welcoming visitors to the Trust. Lead on the office security systems and dealing with contractors.
- Processing grant and supplier payments.

Specification for Applicants

- Evidence of right to work in the UK.
- References to evidence integrity and good character.

Skills and Qualifications

- Deep knowledge of and demonstrable interest in the non-profit sector.
- Experience of grant management, including the due diligence process, presenting to decision-making committees and monitoring of grants. This could be from grant-making or fundraising work.
- Ability to understand and analyse information from applicant organisations including:
 - Financial documents (including charity accounts, management accounts, cash-flow forecasts and project budgets).
 - Monitoring and learning processes.
 - Strategic plans.
 - Impact reports and evaluation materials.

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- Ability to synthesise the above information, along with in-person meetings, to produce clear and accurate written summaries and recommendations to be put to the Director and Trustees.
- Excellent attention to detail.
- Good judgement.
- Excellent written and oral presentation skills.
- Well-organised with a proven ability to prioritise and manage a varied workload and work to deadlines.
- Good interpersonal skills, able to communicate with people from a wide variety of backgrounds and over different media (e.g. on the phone, email or in person).
- A positive and can-do attitude. We are a small team; flexibility and mutual support are markers of our organisation culture.
- Proficiency and confidence in using IT. The Trust conducts most of its business using cloud-based systems including Microsoft Office 365, Box and Salesforce.