

**Team and Grants Assistant  
Job Description and Person Specification**

Location:	London (Angel) minimum 2-3 days per week in the office
Hours:	This is offered as a full-time role, but we are open to applications from individuals who would rather work 3 -5 days.  Office hours but some flexibility will be necessary, including occasional evenings
Fixed Term	This role is offered as a fixed-term contract for approximately 4 years from beginning of 2022- end of 2025
Salary:	The starting salary for this role will be calculated at real Living Wage or London Living Wage rates depending on where the successful candidate is based.  The LLW rate starts at £21,547 p.a.to £25,000 and the Real Living Wage starts at £19,305 p.a. to £25,000. Your starting salary will be determined based on the experience you bring to the role.
Application deadline:	6th December 2021, 5pm

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## **Introduction**

The position of Team and Grants Assistant is a new role within an exciting and dynamic grant making trust. For the right person this is an amazing opportunity to build a career in social change with an organisation well respected in its field, and you'll be hands on from day one.

We can offer:

- A supportive and fun team
- A convenient central London office location shared with another funder and social change organisations
- Lots of on the job training and a commitment to invest in your personal and professional development.

## **About the Blaggrave Trust**

We are an independent trust dedicated to enabling young people to transition to adulthood successfully. We promote and empower young people as powerful forces for change, and support work that ensures their voices are heard in matters that affect them. We do this primarily by providing grants to organisations working with young people, influencing youth policy alongside them and investing directly in young changemakers.

You can read our full strategy [here](#).

We are committed to having young people drive our mission at every level of the organisation – we currently have a young and diverse trustee Board, including 4 trustees under 26, that reflects real diversity of class, lived experience and ethnicity. We also currently have 18 paid Young Advisors working with us to develop strategy and make decisions on who we fund.

To find out all about us please see our website [www.blagravetrust.org](http://www.blagravetrust.org) Please note that we are revising our website and a new version will be launched in December!

You will be joining a team of seven staff. We are increasingly busy and need some support with the day to day running of the Trust. This will be a role supporting a variety of administrative tasks for the whole team that cover grants and other administration, supporting on running events with young people, coordinating team diaries and anything else ad hoc that comes up.

## **About you**

We are looking for a candidate who fully believes in the mission of the Blaggrave Trust. You do not have to have a degree, or any prior experience of working in a charity or Trust, but you must have an enthusiastic nature, the willingness to be flexible in a fast-paced environment and the desire to learn. Ideally you would have at least 1 year's previous work experience in an administrative capacity – good organisational and communication skills are essential – and you must be interested in a role that is about deepening administrative and team working skills.

We are open to candidates from all backgrounds, but we will prioritize young people who will help us to continue to diversify the voices heard in philanthropic work, and we would particularly welcome deeper understanding in the team on the intersection of race and other issues such as poverty – a key concern of many of those young people we invest in. We welcome applications from all young people, and particularly those whose own lived experience resonates with our mission. We are committed to creating an equitable environment where all can thrive.

We will ensure that a minimum percentage of 40% our shortlisted candidates self-declare as from BME backgrounds and 1 of the interviewers will also be from a BME background ensuring the interview is undertaken by individuals that also reflect the diversity we seek to recruit and to model.

## **Job Purpose**

To carry out essential administrative tasks and provide general support to the team to ensure the Trust is accountable and operating efficiently. Please note, the key tasks below are a guide to the kinds of work you will be doing, but all our roles allow scope for flexibility and shaping jobs as they evolve.

## **Key tasks**

- Monitor our grant request inbox ensuring that the appropriate Programme Manager or Lead, has sight of new applicants
- Supporting data entry on grants onto our Salesforce data management system when required
- Supporting the Finance and Governance Lead on any administration matters
- Following up with partners re: relevant paperwork at point of grant agreement, such as Terms and Conditions or receipt of grants
- Coordinating diaries and team meetings in particular supporting the Director
- Supporting the organisation of key events such as our annual partner meeting; community of practice meetings; The Listening Fund and any other roundtables, webinars and facilitated events we organise.
- Coordinating the gathering of anonymous feedback from our partners across the year and collating at the end of year
- Contributing your insights to team meetings, and all aspects of our work, including occasional visits to partner charities we fund
- Preparing any comms material as requested – e.g. case studies on young people we are funding and working with or any social media work

In addition to the key tasks, there will be the opportunity to work alongside all the team members, visit the charities we fund, and learn about the role of Trust and Foundations in the voluntary sector; governance of charities; and key issues such as policy change.

## Skills and experience

We are looking for the following:

	Essential	Desirable
Experience in providing administrative support within a busy team.	X	
Good familiarity with MS Office, experienced in using Excel and Word.	X	
Resourceful with a high degree of initiative– happy to work independently but also as part of a team	X	
Willing to learn and undertake training if offered	X	
Good time management and self-motivation	X	
Strongly motivated by the mission of the Blagrave Trust	X	
Charity sector experience		X
Comfortable with numbers – experience of financial admin		X
Experience using Salesforce or other CRM		X

## Next steps

If you are interested in this role then please send your CV with an email highlighting why you are interested to [jo.wells@blagravetrust.org](mailto:jo.wells@blagravetrust.org) by no later than **6th December, at 5pm**. If you would rather, please feel free to provide a video instead of a cover email, but we'd still want to see a CV, however basic.

We will also ask you to complete an Equal Opportunities form which we will send to you once you have applied. The form is voluntary, but the information we collect is very useful in helping us to ensure we are fulfilling our commitments on Diversity, Equity and Inclusion (as per our strategy above).

First interviews will be held on the 15<sup>th</sup> and 16<sup>th</sup> December between 4pm and 6pm – you will be notified of precise timings. Second interviews will be held on the 21<sup>st</sup> December tbc during the day at Blagrave's offices in Islington.

Please note: successful applicants will be required to complete an Enhanced DBS check.