RECRUITMENT TO THE POST OF P/T FUND ADMINISTRATOR (1 year Fixed Term Contract)

**Background**

The Hilden Charitable Fund is a grant-making charity registered in England and Wales (Registration No. 232591). It was established by Anthony (Tony) Rampton and his wife, Joan, by a Deed of Settlement dated in May 1963. Our website is: [www.hildencharitablefund.org](http://www.hildencharitablefund.org) – where you can also access the latest accounts. There are currently 11 trustees – including direct descendants of the founders – providing a wide range of experience and skills.

Hilden’s principal function is to give grants to smaller charitable organisations for specific objectives. Our overall purpose as expressed in our trust deed is very broad, but the trustees select priority areas which they also review from time to time. In these reviews they try to take stock of what’s happening in the world and to work out how the Fund can be most effective with its resources. From its beginnings in 1963 Hilden has funded charities both in the UK and overseas, but in our review in 2021/2022 we sharpened our UK focus and criteria; and decided to concentrate our overseas support on three countries in Africa - Malawi, Tanzania and Uganda where our priority is to support girls and women; whilst our UK funding priorities focus on support for Asylum Seeker/Refugee organisations, and organisations supporting people in the criminal justice system.

Whilst our funds are very valuable to those who receive them we recognise that they are limited and so we are committed to using them as effectively as possible. With this in mind it is important, in the year(s) ahead, that we are able to research and review what we do and how we do it. This post will have scope to help with that, either directly and/or by freeing up some of the Director’s time for this.

Currently we commit c.£700,000 per year in grants. There is an open, online, application process (using a Salesforce database system) with all applications assessed by staff and decided upon by the trustees. In recent years we have been working to make our policies and processes as clear and simple as possible in recognition that our aim is to support smaller organisations, many of which do not have the time or capacity to undertake burdensome application or monitoring processes. In this we are relying more on technology to become more accessible, flexible and efficient. This post, therefore, with its emphasis on requiring a high level of IT skills, is central to our continuing development as an organisation.

We do not have our own office but instead have dedicated desk space in a charity hub building in Fulham SW6, with good public transport links and well served for shops and food outlets.

**Overall Purpose**

The Administrator role is varied and is at the core of our developing operations. It is a part-time post (2 days/14 hours per week), reporting to the full-time Director who is the only other employee and who manages the organisation on a day-to-day basis. The post requires flexibility in terms of hours worked and location. For example, whilst the average hours per week will be 14, there will be times when you will need to attend an evening trustee meeting (online or in-person), or perhaps an event. In cases where additional hours are needed – and these would always be arranged by agreement – TOIL will be available. The tasks vary greatly in volume at different times of the year (eg busy when a batch of new grant payments have to be set up) and while that requires a flexible approach it also makes the job richer for its variety. Equally, whilst it is possible for some working hours to be at home, we do require attendance in our office on average at least 1 day per week – more in the first month or two so that you can get a fuller understanding of the work and the organisation.

Whilst grants administration is the principal focus of the job we would welcome your involvement and/or personal development in preliminary grant assessment work. We see this post as a useful and supported step into grant-making if you are interested and do not already have this expertise. If you already have grant-making experience, then that’s even better! There will also be opportunities to liaise closely with others in the funding sector and to visit the projects we support – hopefully making the job more rounded and fulfilling.

We are looking for someone who has a high level of proven IT skills (especially in Microsoft Office/365 systems); has a passion for working in the charity sector; can manage all elements of a Salesforce grants database and the Fund’s website; and can undertake and develop general administration tasks. You will be a good communicator, with good written English skills; good time management; able to manage a varied workload; and share values of integrity, honesty and a commitment to our aim of supporting social justice for disadvantaged people and communities. A broad summary of the requirements is below:

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| **KEY TASKS** | **SKILLS/EXPERIENCE (Essential unless indicated)** |
| Grant and office administration (eg processing incoming applications; payments; reports)  Servicing meetings (incl minute taking)  Ensuring statutory requirements of the organisation are processed (eg returns to the Charity Commission) | Use of Salesforce software or similar in grant-making  Expertise in using all aspects of Microsoft Office or 365, especially Excel |
| Grant Application Assessment | At least 1 year’s experience of grants assessment (Desirable)  Able to learn and apply grants assessment skills |
| Report writing | Able to research and write reports, sometimes complex, to a good standard in English |
| Website management | Experience in editing a website (Desirable) |
| Flexibility in working arrangements | Experience of working on own initiative  Able to work in the organisation office as required and at least 1 day per week.  Able to attend occasional evening meetings and other one-off events (some will be online, some in-person) |

**Job Description**

**Title: Part-time Fund Administrator**

**Term:** This is a one-year fixed term post, subject to confirmation following a 2-month probationary period at the beginning.

**Hours:** 2 days/14 hours per week.

Flexible working is required and by arrangement, but it is envisaged that the post-holder will work in the office at least one day per week. Occasional evening work may be required, particularly for Trustee meetings, events and/or training. TOIL will be available for time worked outside of the normal working hours.

**Salary:** £35,000 pa pro rata - equivalent to £14,000 pa + 10% Employer’s Pension contribution

**Annual Leave:** Annual Leave totals 101 hrs inclusive of Bank Holidays.

This is calculated on a pro-rata basis for a fte post – ie 2/5 of 252 hours fte (28 days + 8 Bank Holidays = 36 days/252 hrs)

**Reporting to:** Director

**Location:** The Fund is London-based but does not have its own office. It currently rents desk space in a shared hub facility (near to Fulham Broadway) which is used as the main work location and/or combined with home or other remote working by arrangement.

**Job Purpose**

* To provide high quality support across the organisation
* To ensure the smooth-running of the charity’s IT systems, website, and office functions
* To undertake administration relating to the charity’s grant-making, governance, finances and

other activities as they may arise

* To act as a point of contact and information for calls and enquiries
* To organise and service meetings of the Board, and other meetings and activities
* To provide practical help and expertise in the running and ongoing development of the Fund’s adoption of computer/IT -based systems, especially in relation to grants management
* To support the Director and external consultant (s) in the processing and assessment of grant applications

**Main Responsibilities/Tasks**

General & Financial Administration

* Keep the charity’s office and working arrangements running efficiently
* Maintain and operate the charity’s IT systems, Grants Database (Salesforce), and website/social media - troubleshooting as required
* Undertake general administration, including managing external services and suppliers, processing invoices, paying grants, etc
* Keep internal policy documents and procedures up to date
* Create and maintain appropriate online-based financial and record-keeping processes, in consultation with our accountants and auditors, for the administration and management of grants and other transactions
* Collate information for the production of the Charity’s annual audited accounts and report

Trustees and Governance

* Ensure meetings of the Trustees, committees and any working groups are well

organised and serviced, including the preparation and circulation of papers

* Produce and circulate accurate and timely minutes in consultation with the Director
* Manage calendar of meetings and events for the Trustees and the charity
* Liaise with our accountants and auditors to support their work for the Fund
* Manage administration and accurate records relating to Trustees’ recruitment,

appointment, attendance and resignations

* Support the Director with compliance issues to ensure the timely submission of all

documentation to the Charity Commission and other bodies as required

Grants Administration

* Undertake electronic-based administration relating to the charity’s grant-making programmes
* Administer and develop the grants management database (currently Salesforce),

including inputting and processing data, producing reports, and designing bespoke forms and templates

Communications and Events

* Act as a first point of contact for enquiries
* Maintain, edit and develop the charity’s website and any other social media as requested; liaising with website and IT contractors and designers as required
* Organise, administer and service events, activities and other meetings for the charity

Other

* Support the Director and Trustees as required and carry out any other such relevant duties as might be reasonably required
* Able and willing to undertake training as required, particularly in grants assessment

**Person Specification**

The recruitment process for those shortlisted, will include an interview as well as a practical test of the items marked as (T) below:

Essential

* At least one year’s experience in a comparable administrative role
* Excellent IT skills – including a high level of proficiency in Microsoft Office or 365 systems; and in maintaining, editing and developing databases and websites (T)
* Experience of servicing meetings, including minute taking
* Excellent written and spoken English and attention to detail and accuracy in numeric and written work (T)
* Excellent communication skills and an ability to work professionally with a wide range of

people and to manage expectations of customers and colleagues

* Self-motivated (a “can-do” attitude), ability to work flexibly and on own initiative and to manage a diverse workload
* A commitment to the charity’s work

Desirable

* At least one year’s experience working or volunteering for a charity or not for profit organisation
* Experience of using Salesforce grants management systems
* Experience of working flexibly in terms of location and hours
* An interest in new technology and how it might benefit the Fund and its work (eg Artificial Intelligence)
* Experience in financial administration and the use of accounting software
* Grants assessment experience

Feb 2025

End.