

## **Job description: Trust Coordinator (June 2022)**

**Title:** Trust Coordinator

**Status & Hours:** This is a part-time post of 2.5 days (18 hours) per week, with a possible increase to 3 days a week

**Status:** Permanent, subject to a 4 month probationary period

**Reporting to:** Chair & Vice-chair

**Location:** Home-based (with quarterly travel to London)

**Salary:** £45,000 pro rata (£22,500 per annum)

**Deadline:** 5pm 30<sup>th</sup> June

**Interviews:** Interviews will take place on 11<sup>th</sup> July

**Start date:** As soon as possible

### **About the role**

The Barry Amiel Norman Melburn Trust is seeking someone with strong organisational and relationship-building skills and a passion and commitment to socialist political education to be our new Coordinator. The role will coordinate and administer our grant-giving programme, as well as supporting our strategy development and implementation.

The employee will be home-based, and will need to attend the Trust's quarterly meetings in London, as well as other ad hoc meetings. There is some flexibility to how the working hours are spread throughout the week and these will be negotiated upon appointment.

### **Role Responsibilities**

This is a broad role, and this job description covers the full range of responsibilities and activities likely to be undertaken by the Coordinator in the course of their employment. Emphasis and priority amongst these will vary during the course of the year with the funding cycle, and also according to organisational plans and priorities.

#### **1. Strategy & Grant-giving**

- Keep abreast of key developments, discussions, actors and practises in socialist political education in the UK, and keep the Trustees informed about these
- Support Trustees to maintain relationships and ensure ongoing strategic coordination with other like-minded trusts and foundations
- Support Trustees to maintain an up-to-date understanding of the wider funding environment around political education
- Support the Trustees with strategic development and delivery
- Advise potential applicants on fit of proposed projects with the Trust's objects and priorities
- Undertake basic due diligence on applicants
- Support Trustees with the assessment of applications and the evaluation of grant reports

#### **2. Finance, Administration & Line Management**

- Support the Chair with the preparation of meeting agendas and minutes
- Oversee financial record-keeping and produce financial reports

- Help Trustees ensure the organisation is fully compliant with statutory requirements, including ensuring Trustees are kept informed about key developments in respect of these
- Support the Treasurer and Finance Committee to prepare annual budgets
- Manage the Trust's banking processes, including payroll and grant payments
- Keep the Trust's internal records up-to-date, including applications and reports
- Manage any freelance consultants or volunteers

### **3. Communications, Archiving & IT**

- Manage correspondence and communications with applicants and grantees
- Support the development of the Trust's website and ensure it is kept up-to-date
- Develop and maintain the digital archive of the Trust's grants and their outcomes
- Help the Trustees to expand and promote the Trust's own digital archive
- Manage the Trust's internal IT, including SharePoint and internal communications
- Help raise the profile of Trust to relevant audiences

### **4. Events**

- Organise trust events, including the annual weekend-long residential school, the annual lecture, and occasional networking opportunities for Trust's research fellows, residential school attendees, and grantees

## **Person Specification**

### **ESSENTIAL**

- Demonstrable passion for and commitment to advancing the Trust's objectives
- At least three years' experience of a coordination and/or leadership role in a group or organisation (paid or voluntary). This doesn't necessarily have to be a formal, appointed role. It could include playing an informal or shared leadership role in a grassroots or campaign group. We want to know that you have experience of taking responsibility for helping a group to work effectively together, and developing and managing the systems and processes to make that happen.
- An understanding of the ecosystem of actors involved in socialist political education in the UK
- Experience of developing and maintaining relationships with individuals, groups and organisations from diverse backgrounds
- Excellent written and verbal communication skills
- Excellent organisational and project management skills, including experience of devising and managing budgets
- Proven ability to prioritise effectively, manage a busy workload and drive forward projects with limited supervision
- Competent user of Microsoft Office
- A flexible approach, including willingness to work occasional evenings and weekends

### **DESIRABLE**

- Experience of overseeing the website and social media accounts of an organisation, campaign or activist group
- Experience of strategy development and delivery in the context of a group or organisation with a social change purpose (paid or voluntary)
- Experience of managing staff, consultants, or volunteers
- Experience of managing day to day finances of a group or organisation

- Understanding of charity law

### **How to apply**

Please submit the following documents by email to: [hanna.wheatley@amielandmelburn.org.uk](mailto:hanna.wheatley@amielandmelburn.org.uk) by 5pm Thursday 30 June:

- CV
- A cover letter outlining how you meet each of the essential criteria listed in the person specification above
- A completed Equal Opportunities Monitoring Form. Please download the template from: <https://docs.google.com/document/d/1uhkSb6pXRQal9GeVndSwnFWSLefe87eVNVxH7Yb9woY/edit>

Trustees are available to talk to potential applicants about the role. If you would like set up a conversation please email [hanna.wheatley@amielandmelburn.org.uk](mailto:hanna.wheatley@amielandmelburn.org.uk).

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