

Role Profile

Job Title: EA to Head of Grants	
Managed by: Executive Support Manager, Head Office	
Entity: Rothschild Foundation	Location: Waddesdon

The Rothschild Foundation continues the philanthropic tradition of the Rothschild family and their longstanding support of arts and heritage.

Central to the Foundation's vision is an ongoing commitment to Waddesdon Manor, one of the last remaining 19th century Rothschild houses. Waddesdon and its unique setting inspires our areas of interest which we explore and develop through grant-making, major initiatives and the promotion of thought leadership and convening. Collaboration and partnerships are an important element of our work, and we engage with a wide variety of academic, cultural, environmental, social and educational institutions, as well as other philanthropic foundations and charities. The Foundation uses the unique setting of Waddesdon to host exhibitions, debates, and round table discussions that address key social, political and environmental issues. These events are often delivered in partnership with like-minded organisations who offer expertise within their chosen sector.

Within Buckinghamshire, the Foundation's Grants team supports the local third sector through both a Community programme offering small grants and higher value philanthropy through Strategic grants; both are informed by the Foundation's commitment to address the needs of local communities and to work collaboratively to increase access to opportunity within Buckinghamshire. Beyond Buckinghamshire, the Foundation supports major initiatives which encourage enjoyment of the UK's rich cultural heritage.

The Foundation also manages a variety of other projects, including an art collection, the care of the state rooms at Spencer House in London, and the Golden Mede housing development in Waddesdon village.

Purpose and Scope:

The role will provide proactive office management for the Rothschild Foundation (RF). This will involve primarily supporting the RF Grants Team, primarily the Head of Grants and Senior Grants Manager, with all aspects of the day-to-day running and administration of grant-making

operations. As members of the Grants Team often travel and work remotely, the role will provide vital office-based support to enable the team to work most efficiently. The role will also support the Head Office, and wider RF team, on a range of administrative tasks. Being the key first point of communication in the office, it is essential that the post-holder is a self-starter, with the drive and initiative to work independently to support the Grants Team and Foundation's Head Office.

Terms & Conditions:

Contract Type: Permanent full time with the Rothschild Foundation

Annual Salary £25,000 per annum

Hours: A minimum of 37.5 hours per week, Monday – Friday.

Annual Leave: From start date, 33 days (including public holiday)
 After three full years of service: 36 days (including public holidays)
 After five full years of service: 38 days (including public holidays)
 After ten full years of services: 40 days (including public holidays)

Benefits: 50% discount from our on-site catering takeaway
 20% staff discounts in our on-site Restaurant and Shops.
 10% employer contribution into company pension scheme
 Beautiful location working within the charity and heritage sector.
 Free parking.

Key responsibilities:-

Office Management

- First point of contact for general enquiries to the Foundation via telephone, post and email.
- Monitoring the 'Grants' and 'Info' inboxes and responding to messages or escalating to the relevant colleague in a timely manner.
- Managing incoming and outgoing post.
- First point of contact for visitors to the Windmill Hill Offices - meeting and greeting, providing refreshments at meetings.
- Providing proactive office management, including stationery orders, and liaising with the IT department for the team's IT support needs.
- Fire warden duties (training will be provided).

Grants Team Administration

- Scheduling and minuting regular Grants Team meetings.
- Supporting the preparation, collation, formatting and distributing of the biannual Grants Committee papers.

- Providing diary management for Head of Grants and Senior Grants Manager, including arranging meetings and occasional travel itineraries.
- Processing expenses and statements, and coding invoices.
- Assisting the Grants Operations and Data Manager with updates to Rothschild Foundation website, social media presence and Grants team newsletter.
- Supporting the migration of Grants documents onto SharePoint and the grants database (Blackbaud Grantmaking).

RF Head Office Support

- Support the Executive Support Manager with any administration requirements, including filing – both hard copy and electronic.
- Assisting with the preparation of Trustee and committee papers as required in order to meet deadlines.
- Providing diary support and answering emails as required by the Executive Support Manager.
- Processing expenses and statements, and coding invoices.
- Providing cover for the Executive Support Manager when they are on leave, including diary management and minute taking.
- To work flexibly with the Executive Support Manager and with other Business Support staff across the RF as required.

Other Duties

- Such other reasonable responsibilities that may arise in the furtherance of the RF's work and wider projects.

Knowledge, Skills and Experience:

Essential

- Relevant office experience in an administrative capacity, including experience of supporting a team.
- Experience of servicing meetings e.g. preparing papers and taking minutes
- Excellent computer skills including Word, Excel and Outlook as well as demonstrable experience using databases, including accurate data entry.
- Confident and articulate, on the telephone and in person, with the ability to communicate effectively with a range of audiences.
- Strong numeracy and literacy skills, including the ability to write clearly and concisely with grammatical accuracy.
- Strong organisational skills and experience of delivering successful projects within tight deadlines.
- A motivated self-starter with a proven track record of taking own initiative.

- Ability to work independently without close supervision.
- A collaborative approach and a strong team player.
- Highly organised with excellent attention to detail.
- Ability to work under pressure and successfully deliver projects within tight deadlines.
- Warm and friendly, with an enthusiastic approach.
- Must possess a full, clean driver's licence and have access to a car.

Preferred

- Experience working with a range of internal and external stakeholders, including senior staff, committee members, Trustees, grantees and applicants.
- Experience using Blackbaud Grantmaking database.
- Experience using SharePoint.
- Knowledge of the Buckinghamshire charity sector.
- An interest in the Foundation's areas of work.

Application Process

- Closing date for applications: 22nd April 2022
- Please submit your CV and covering letter to application@waddesdon.org.uk
- Interviews: 4th May 2022