

Dear applicant,

Thank you for your interest in this role.

The job information pack contains the following:

* Information about Joseph Rowntree Charitable Trust
* Job description and person specification
* Guidance notes
* Equality and Diversity information

**About Joseph Rowntree Charitable Trust (JRCT)**

JRCT is a grant-making Quaker Trust that supports people who are passionate about making a positive difference; whether they are advocating for some of the most vulnerable people in our society, promoting nonviolent responses to conflict, or taking steps towards an environmentally sustainable future.

Every year JRCT makes more than 100 grants for all kinds of charitable work, from grassroots community groups to well-established charities working to build a peaceful and just world. We aim to be a responsive and supportive funder, working to strengthen the hands of people who are tackling the root causes of conflict and injustice.

In 2019, the Trust announced plans to [significantly increase annual grant spending](https://www.jrct.org.uk/increase-grant-spending) to over £10 million per year for the next ten years. The Trust subsequently further increased its grant-making in [response to the Covid-19 crisis](https://jrct.org.uk/covid-19-response-recent-grants). As a result, it is seeking to expand its staff team to maintain and strengthen our support for applicants and grant-holders.

Joseph Rowntree Charitable Trust currently runs [five grant programmes](https://www.jrct.org.uk/funding-priorities) which focus on tackling the root causes of conflict and injustice.

We have launched a £1 million [pilot](https://www.jrct.org.uk/movement-fund-pilot) fund to support grassroots social movements whose work is vital to systemic change in our society.

The fund aims to provide funding, infrastructure and access to resources and networks to support the sustainability of movement work.

As a funder, JRCT recognises that grassroots movements are an important and largely missing element within our funding of social change.

**About the Role**

The role can be undertaken remotely, or based at our York office. The role is for 35 hours a week and we are open to flexible working patterns, including job share arrangements.  We try to schedule meetings to accommodate caring responsibilities. Someone working remotely would be required to come to the York office for up to four days per month.

JRCT are looking for committed and dynamic individuals who are able to work in a small team and build relationships with a variety of people.

**About You**

We are looking for a person with a personal commitment to the mission of the Trust and capacity to undertake the administrative duties for the Grassroot Movement programme and across programmes when needed. They will bring experience of working in/with voluntary organisations and knowledge of issues relevant to JRCT.

We seek a thoughtful, strongly motivated, accountable, energetic, and congenial individual with excellent organisational and communication skills. The work is highly detail-oriented and requires the ability to use initiative and anticipate outcomes, multi-task, flexibility, cool-headedness, precision, patience, efficiency, and discretion.

The successful applicant will be able to communicate effectively with people from different cultures/identities and organisations, and be able to handle sensitive and complex information. They will need to be able to plan ahead and prioritise multiple jobs, work independently and as part of as a small team, and have excellent administrative skills and willingness to learn.

**Guidance notes**

**Application Process**

If you would like to apply for this post, please send your CV and supporting statement (maximum of 4 sides of A4) to [recruitment@jrct.org.uk](mailto:recruitment@jrct.org.uk)

We will be shortlisting and interviewing as we receive applications for this role.

In your supporting statement, you should ensure that you try to address the criteria set out in the person specification for the role. Make sure you give evidence which shows how you meet the criteria, not just telling us that you did it.

We do not send individual acknowledgement of applications due to the high volume of applications we receive, and we only contact candidates who have been shortlisted for an interview. If you do not hear from us within two weeks of your application, your application has not been successful on this occasion.

**Person Specification**

**Programme Administrative Assistant[[1]](#footnote-1)**

This person specification sets out the qualities we are seeking for this post. Please ensure that your application demonstrates how you meet these criteria. You may include voluntary, unpaid and paid work.

**Overview**

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We seek a thoughtful, strongly motivated, accountable, energetic, and congenial individual with excellent organisational and communication skills. The work is highly detail-oriented and requires the ability to use initiative and anticipate outcomes, multi-task, flexibility, cool-headedness, precision, patience, efficiency, and discretion.

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**Experience**

You will have:

* experience of working in the voluntary sector or other social change organisations (either in a paid or voluntary capacity). Experience working with grassroot organisations is desirable.
* experience of working on a complex programme providing a wide range administrative support
* experience in and/or knowledge of fields relevant JRCT’s Grassroot Movement programme.
* experience of using databases for record-keeping and managing data
* experience of basic research and reporting
* experience of supporting different aspects of a project cycle (e.g. planning and development, due diligence, monitoring) is desirable
* lived experience of some of the social issues and injustices that the Trust is seeking to address through its programmes is desirable

**Skills and abilities**

You will have:

* ability to prioritise own workload, plan ahead, and manage tasks to meet multiple and overlapping deadlines and to deal with any unexpected or non-routine tasks
* motivated and disciplined with significant personal accountability
* flexibility, adaptability, and curiosity with the ability to anticipate and solve problems proactively. Comfortable with occasional ambiguity about new or updated processes as they are refined
* excellent analytical, oral, writing, and organisational skills with attention to detail
* good literacy and numeracy skills
* ability to record and maintain information to a high standard
* ability to build professional relationships and communicate effectively and appropriately with people from different cultures/identifies and organisations at all levels
* technologically savvy with excellent IT skills, including use of databases, Microsoft Office applications such as Outlook, Word and Excel, Google Workspace; project management applications such as (Asana, Mondays, Trello etc.) is desirable
* well-developed empathy, emotional intelligence, and interpersonal skills, including proven ability to work supportively in a team environment

**Knowledge**

You should have:

* knowledge of one or more areas relevant to JRCT’s programmes -preferable the Grassroot Movement programme
* an understanding of the need to maintain confidentiality in all areas of work including phone conversations, written materials and computerised materials and processes

**Other**

You will:

* have a personal commitment to the Quaker values that underpin the work of the Trust
* be committed to promoting anti-oppressive practice in all aspects of the role
* be flexible and able to travel and stay overnight for periods of time
* be willing to work occasionally on evenings and weekends.

**Job Description**

**MAIN PURPOSE AND SCOPE OF THE JOB**To provide support to the Grassroots Movements programme (approximately 70% of the role) and other general programme administration tasks, under the guidance of the Operations team.

**POSITION IN ORGANISATION**

Reports to: Head of People and Operations

**DUTIES AND KEY RESPONSIBILITIES**

Assisting the Grassroots Movements team in the administration of their programme, and other programmes and central grants as and when needed. Including:

**GRANTS ADMINISTRATION**

* Managing the records for the CRM database, SmartSimple, especially during funding round processes working alongside the operations team
* Creating and maintaining documents to support the funding round processes including spreadsheets, timelines, calendars
* Collating information to make it accessible and useful to various stakeholders during the funding round
* Setting up meetings and maintaining a busy team calendar
* Handling invoices, expenses and scheduling payments working alongside the operations and finance team

**PROGRAMME ADMINISTRATION**

* Responding to enquiries about the Grassroots Movements fund and other general enquiries, providing first line assistance and advice as required.
* Liaising with other staff and external colleagues on behalf of the Programme Managers or the Head of Grants Programmes.
* Maintaining the Grassroot Movements programme communications, like the inbox, website, and social media
* Supporting with the design and delivery of community events, networking, convenings or learning initiatives.
* Supporting the administration of external events and consultations such as booking hotels and travel
* Setting up and maintaining online tools such as Google drive, Survey Monkey, Calendly, Canva, Slack, Trello

**GENERAL RESPONSIBILITIES**

* Working at all times within the values of JRCT and principles of the Grassroots Movements fund
* Being proactive in keeping up to date with developments affecting your work and maintaining and improving personal competence through continuous professional development.
* Developing, fostering and maintaining effective relationships with relevant external stakeholders and organisations.
* Working to administration and communication protocols efficiently to ensure that organisational systems and procedures are implemented.
* Preparing for and participating in supervision and appraisal meetings.
* Abiding by all organisational policies, codes of conduct and practice.
* Contributing to team meetings and organisational priorities.
* Supporting diversity and equality of opportunity in the workplace.
* Carrying out other associated duties as may arise, develop or be assigned

**Appointment Process**

As applications are received, the recruiting manager and the interview panel will shortlist applicants who have demonstrated that they meet the essential criteria set out in the person specification. Only candidates shortlisted are invited for interview.

**Interview**

If you are shortlisted for interview, you will be invited to a selection process. A panel of two or more, including the recruiting manager conducts all interviews. If there are any special arrangements associated with the selection process e.g. tests or presentations, you will be informed accordingly.

**Interview Outcome**

If you are invited to attend an interview, you will be informed either verbally or in writing of the outcome. The successful candidate will have the decision confirmed in writing as an offer of employment. Unsuccessful candidates will be offered the opportunity for feedback.

**References**

When completing your application, you are asked to provide us with the details of two referees. We only contact referees with your permission after an offer of employment has been made.

All offers of employment are conditional upon the receipt of references that are satisfactory to JRCT, verification of right to work in the UK and where applicable, verification of qualifications and Disclosure and Barring Service (where required).

**Right to Work in the UK**

Under Immigration Act 2014, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are offered employment by JRCT you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

**Personal information**

The personal information that you have supplied will only be used for recruitment and selection purposes. You should refer to the Privacy Notice on our website, which sets out how JRCT will deal with the personal and sensitive data you have provided in your application form and supporting information.

Your application form and supporting details will be kept as legally required for six months in case of a dispute, and thereafter will be destroyed. Thank you for your interest in the post, we look forward to receiving your application.

**Equality and Diversity**

We welcome all applicants and are keen to enhance our team to reflect the diversity of the UK and the communities we serve. We would like to encourage applications from disabled people, those from LGBT and Black, Asian and Minority Ethnic backgrounds and those experiencing other forms of marginalisation, as they are underrepresented at this level.

**Accessible recruitment**

JRCT is committed to making our recruitment process and workplace accessible to all. If you are an applicant with a disability and/or have any specific needs or adjustments that you would like us to make, at application, interview or appointment stage, please contact **recruitment@jrct.org.uk**

**Queries**

If you require further information or wish to raise any matters with regard the appointment process, please contact **recruitment@jrct.org.uk**

**Complaints**

Applicants for posts within JRCT have the right to complain if they feel they have been unfairly treated or discriminated against during the recruitment process. If you feel that this is the case you should contact Nicola Purdy, Head of People and Operations by email: **Nicola.purdy@jrct.org.uk**

1. **The job’s main aim is to support the Grassroot Movements (approximately 70% of time) and 30% grant administrative support to the Programmes team** [↑](#footnote-ref-1)