

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 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 to over £10 million per year for the next ten years. The Trust further increased its grant-making in response to the Covid-19 crisis. Since then, we have grown our programme staff team in order to better support increased grant portfolios.

Joseph Rowntree Charitable Trust currently runs five grant programmes: Peace and Security, Rights and Justice, Power and Accountability, Sustainable Future, and Northern Ireland.

**About the Role**

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 Peace and Security programme. They will bring experience of working in/with voluntary organisations and knowledge of issues relevant to JRCT’s Peace and Security programme.

We seek a thoughtful, strongly motivated, accountable, energetic, and congenial individual with excellent organisational and communication skills. The work is detail-oriented and require the post holder to: use their initiative; to anticipate outcomes; to multi-task; to be flexible; and to be precise, patient, and efficient.

The successful applicant 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.

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 at least four days per month.

You are likely to be someone who:  
•    Can build relationships with a diverse variety of people and organisations   
•    Has an interest and experience in the work of the Peace and Security programme   
•    Has strong communication skills interpersonally and in writing  
•    Has good administrative and organisational skills and attention to detail  
•    Has strong IT skills including Microsoft Office applications and use of databases  
•    Has first-hand experience of the voluntary sector, whether in a paid or unpaid capacity  
•    Has experience of some of the social issues and injustices that the Trust is seeking to address through its programmes  
•    Is committed to promoting anti-oppressive practice in all aspects of the role

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 LGBTQI+ and Black, Asian and Minority Ethnic backgrounds and those experiencing other forms of marginalisation.

**JOB DESCRIPTION**

MAIN PURPOSE AND SCOPE OF THE JOB

To provide support to the Peace and Security Programme and ensure its effective administration.

POSITION IN ORGANISATION

Reports to: Peace and Security Programme Manager

DUTIES AND KEY RESPONSIBILITIES

PROGRAMME SUPPORT

Assisting the Programme Manager in the administration of the grant-making programme including:

* The preparation and circulation of committee papers, including assessments, agenda papers and minutes, ensuring papers are produced accurately and to deadlines.
* Arranging and co-ordinating committee meetings and meetings with applicants/grantees, including related travel, accommodation and room bookings, liaising with different stakeholders.
* Attending committee meetings and supporting logistics, as and when agreed with line manager.
* Preparing contracts and acknowledgment, award, and decline letters, and other correspondence with grantees and applicants
* Tracking submission of final grant reports; follow up on late reports with grantees
* Processing financial information including invoices and payments to grantees, committee members, consultants and other organisation
* Using the organisational database to process and monitor grant applications and provide reports and statistics, maintaining accurate records to enable the appropriate payment of grants. On occasion, there may a requirement to contribute to this work for other JRCT grant programmes.
* Ensuring information and records are stored, maintained and managed for the programme and maintaining records of committee membership and subscriptions.
* Assisting the Programme Manager and Grants Officer with follow up on requests for information and resources.
* With direction from the Programme Manager, co-ordinate and contribute to the preparation and circulation of committee papers for the grant cycle, including meeting notes, agenda papers and minutes. On occasion, there may a requirement to contribute to this work for other JRCT grant programmes.
* Use the grants administration database to process and monitor grant applications and provide reports and statistics. Maintain accurate database records to enable the appropriate payment and ongoing monitoring of grants.
* Ensure that effective information storage and retrieval systems (paper and electronic) are developed, maintained and managed for the programme area and maintain records of committee membership and subscriptions.
* Arrange and co-ordinate committee meetings and meetings with applicants/grantees on behalf of the Programme Manager, including related travel, accommodation and room bookings, liaising with trustees and co-optees.
* Liaise with other staff and external colleagues on behalf of the Programme Manager and assist in implementing good communication systems for the staff team and wider organisation.

GENERAL ADMINISTRATION/LIAISON

* Responding appropriately to enquiries about the Peace and Security programme, providing first line assistance and advice as required.
* Liaising with other staff and external colleagues on behalf of the Programme Manager and ensuring good communication with the wider staff team.
* Support with the design and delivery of community events, networking, convenings or learning initiatives.
* Support the administration of external events and consultations.

GENERAL RESPONSIBILITIES

* Working at all times within the values and mission of JRCT.
* 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.
* Prepare for and participate 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.

**Person Specification**

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.

**Experience**

You will have:

* experience of working in the voluntary sector or other social change organisations (either in a paid or voluntary capacity)
* experience of working on a high-volume and complex programme providing administrative support
* experience in and/or knowledge of fields relevant JRCT’s rights and justice programme.
* lived experience of some of the social issues and injustices that the Trust is seeking to address through its programmes
* 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

**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
* well-developed empathy, emotional intelligence, and interpersonal skills, including proven ability to work supportively in a team environment

**Knowledge**

You should have:

* experience of some of the social issues and injustices that the Trust is seeking to address through its programmes
* an interest in the Peace & Security 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.

**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)

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.

Please ensure that you complete your application by the closing date.

**Closing date: 9th October 2023**

**Interviews: 18th October 2023**

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 the closing date, your application has not been successful on this occasion.

**Appointment Process**

After the closing date has passed, 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. Normally applications received after the closing date are not considered

**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**

If you are successful in 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 LGBTQIA+ 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**](mailto: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**