

Trust Administrator

Do you want to join an expanding service supporting charities?

We have an exciting opportunity for a Trust Administrator to join our expert Trust Administration service supporting charities, not for profit organisations and philanthropic projects. This rewarding role offers a great opportunity to help in meeting their goals, develop the service and support the vital work of Charity Link.

Position: Trust Administrator

Location: Leicester, with occasional travel within Leicestershire, Rutland and Northamptonshire

Hours: 22.5 hours per week, option for additional hours as service develops

Salary: £27,000 pro rata: £16,419 for 22.5 hours per week

Contract: Permanent

Benefits: Flexible working including partial remote working (after successful completion of the probationary/training period), competitive salary, 32 days' annual leave (pro rata for part time roles) including Bank Holidays, pension scheme, car parking in Leicester City Centre

Closing Date: 22nd June 2022

Interview Date: w/c 27th June 2022

The Role

To provide administration, governance and compliance support to other charities to help them run more efficiently, meet charitable objects and make life easier for Trustees. You will be responsible for the growth, development and management of a portfolio of charitable trusts. Profits raised from the Trust Administration service support the vital work of Charity Link supporting local people in need.

About You

As a Trust Administrator you will need to have excellent organisational, time management and communication skills. You will be able to liaise effectively with individuals and agencies across the private, public, voluntary and governmental departments. It is essential that you are a creative self-starter, resourceful, can work well within a team and can demonstrate your ability to work well under pressure to meet deadlines and targets alike.

So, if you have a successful track record in administration, experience in managing partnerships and delivering an exceptional customer experience... apply today as we would love to hear from you!

To fulfil the role, you must have the right to work in the U.K. and be able to travel for the purposes of work, as occasional travel in Leicestershire, Rutland and Northamptonshire may be required.

About the Organisation

The charity believe that everyone deserves a decent standard of living, with a right to adequate food, shelter and the means to keep warm, clean and rested – no matter what difficulty they may be facing. We help to make a difference by finding funding to provide the essential items that everyone deserves.

As an equal opportunity employer, we would particularly welcome applications from people with an ethnic minority background or those with a disability, as we are currently underrepresented in our workforce.

You may also have experience in areas such as Trust Administration, Clerk, Grant Management, Funding Officer, Funding Officer, Legal Profession, Legal Secretary, Legal Clerk, Administration, Charity Governance, Charity Compliance, Charity Consultancy, Case Worker Funding, Social Housing, Almshouses, Advice, Benefits, Adviser, Welfare, Charity, Grants, Grant Officer, Grant Case Worker, Grant Aid, Community Aid, Charitable Services, Grant Administration