



Application Pack for Grants Administrator May 2019

Laing Family Trusts
33 Bunns Lane
Mill Hill
LONDON
NW7 2DX

Ms Elizabeth Harley
Trusts Director

Ms Belgin Wingrove
Grants Manager

ABOUT THE LAING FAMILY TRUSTS

The Laing Family Trusts are a group of four grant-making trusts (Beatrice Laing Trust, Kirby Laing Foundation, Martin Laing Foundation and Maurice & Hilda Laing Charitable Trust) sharing a single administration.

The Trusts owe their origin to Sir John Laing who was a devout Christian. Sir John, who was instrumental in creating the global Laing Construction Group from its original roots as a local building firm in Carlisle, set up his first charitable trust, the J W Laing Trust, in 1922. The Beatrice Laing Trust, named after his wife, followed in 1952. Following Sir John's example of Christian philanthropy, successive generations of the family have established their own charitable trusts and foundations.

The Laing Family Trusts support a wide range of charities engaged in promoting Christian faith and values and in the relief of poverty (interpreted in its broadest sense), both in the UK and overseas. The combined giving of the Trusts amounts to between £6-£10million per annum. While the greater number of grants awarded are for amounts of up to £5,000, many of them to local organisations providing services to the most vulnerable and disadvantaged in their communities (the homeless, the elderly, ex-offenders, those with disabilities etc.), the Trusts also have the capacity to make more sizeable grants in areas of particular interest. In recent years grants in excess of £100,000 have been made to fund the construction of a community centre in Ramsgate, Chairs in Theology at a number of Universities, the provision of hostel and move-on accommodation for homeless or vulnerably housed people, Cathedral redevelopment programmes, the construction of a children's hospice in Belarus, youth work facilities, targeted research in the fields of dementia and stroke, and the purchase of a floatplane to support the work of NGOs in Bangladesh.

THE ROLE

We are a small, hardworking team, seeking to make a difference in the lives of those in need, both in the UK and overseas, through the grants we make. We are looking for a highly organised, enthusiastic and efficient person to join us in our office in Mill Hill.

Working closely with the Director and the Grants Manager, you will be the first point of contact for those communicating with the Trusts and will be responsible for ensuring that the grant making systems and processes run smoothly, managing the database and relationships with external providers. You will enjoy being part of a small team but also comfortable working on your own in the office as necessary.

Role purpose:

To ensure a robust, effective and efficient system is in place for the processing of grant applications and to contribute to the smooth running of the office by providing excellent administrative support.

Accountable to:

The Trusts Director

Location:

Mill Hill, London NW7

MAIN TASKS AND RESPONSIBILITIES

1. Grants Administration

- Being first point of telephone and email contact for incoming grant enquiries and ensuring an efficient and effective response
- Managing incoming post on a daily basis – recording initial grant applications/grant reports etc. on database or spreadsheet
- Initiating and sending refusal letters to unsuccessful applicants
- Following-up by phone, email etc., application queries as directed by the Grants Manager and Director
- Overseeing the process of collating and distributing papers to Trustees
- Producing and sending letters for applicants on the outcome of Trustee decisions

2. Data Management

- Collecting and extracting data for monitoring and evaluation purposes
- Managing and maintaining the grant-making database (Benefactor) – training will be provided.
- Producing reports for staff and Trustees on key statistics (e.g. grants made)
- Managing the relationship with the IT support provider
- Maintaining the website and liaising with the service provider when issues arise or changes are needed

Applicants must be in sympathy with the aims and ethos of the Laing Family Trusts.

THE PERSON

PERSON SPECIFICATION

GRANTS ADMINISTRATOR

Qualifications and education

Essential

- Educated to A-Level standard or equivalent

Desirable

- Business administration qualification

Experience

Essential

- Previous administrative experience or experience working in an office environment
- MS Office experience at Intermediate or Advanced level
- Experience in using and updating a database

Desirable

- Experience in grant administration
- Experience in updating websites

Skills and Abilities

Essential

- Excellent organisational skills with a high level of accuracy and attention to detail
- The ability to manage a variety of competing priorities and to meet deadlines
- The ability to interact courteously and effectively with a wide range of people and other organisations, ensuring the Trusts are presented in a professional and helpful manner
- Excellent communication skills face to face, on the telephone and in writing
- The ability to develop and maintain effective information systems
- The ability to work unsupervised, use initiative and take responsibility for tasks
- Flexibility and adaptability to changing workloads
- Problem solving skills and project management ability
- The ability to ensure compliance with Trusts' policies and procedures in all areas of work

Personal Qualities

Essential

- High level of initiative and the ability to plan ahead
- Team player, working with staff and Trustees as part of a small team
- High level of personal and professional commitment
- Flexibility and willingness to be involved in a variety of tasks
- An empathy with the ethos of the Trust and its purpose

Desirable

- An understanding of the charitable/voluntary sector

SALARY AND BENEFITS

Location:	Mill Hill, London NW7
Hours of work:	Full-time, 37.5 hours per week worked Monday to Friday which includes such flexibility as necessary to the position.
Holiday entitlement:	25 days per year including 3 days to be taken between Christmas and New Year when the office is closed. Statutory Bank Holidays are additional.
Pension provision:	Auto-enrolment pension – 3% employer and 5% employee
Life Assurance:	Four times annual salary
Salary:	£28,000 - £32,500 depending on experience

HOW TO APPLY

The closing date for receipt of applications is 30 May 2019.

Please send a CV and covering letter outlining why you are interested in this role and how you meet the person specification. This should be sent either by email to e.harley@laingfamilytrusts.org.uk or by post to 33 Bunns Lane, Mill Hill, London NW7 2DX, no later than 5pm on 30 May 2019.

Interviews will be held **week beginning 10 June 2019** in Mill Hill, North London.