

The Steel Charitable Trust

ADVERTISEMENT

Trust Manager Full- Time/Part -Time role/s

Based: Luton

Salary: £45,000 plus benefits

Hours: 35 hours in total-flexible arrangements

The Steel Charitable Trust

The Steel Charitable Trust, which was established in 1976, is a grant making Trust with a strong connection in the Bedfordshire area. This is an exciting opportunity for a Trust Manager to support a Board of Trustees and develop our charitable network in Bedfordshire. The role of Trust Manager can be full time or part time role supported by a part time Accounts Administrator. Further details are available on the website www.steelcharitabletrust.org.uk

The Trust Manager role (Full -Time) £45k plus benefits (Part- Time pro-rata)

This is a management level role. Responsibilities will include managing the Luton office, grant administration, preparing for and taking minutes at Trustees meetings and liaising with charities, particularly within Bedfordshire. The Trust Manager would also be responsible for the preparation of quarterly management and annual accounts, this element of the role can be supported by a part-time accounts administrator.

Car owner with a clean driving licence is essential.

The job description is available on The Steel Charitable Trust website.

The Person

The following are considered to be essential requirements for the role: experience and capable of working independently; computer literate; good communication skills; experience of working with boards or committees and 5-8 years' experience in a management role. This role can be combined with the Accounts Administrator role below to create a full time position.

The Accounts Administrator role (14 hours) (£15k)

This is a supporting role for a part-time Trust Manager to provide quarterly management accounts, annual accounts and audit liaison. The role can be self- employed if preferred.

How to Apply for Trust Manager role Full -Time/Part- Time or the Accounts Administrator role

An email should be sent to Dr Natalie Briggs at nataliebriggs51@gmail.com with a letter of application, completed application form available from The Steel Charitable Trust website and a short statement outlining what attracts you to the role. The attachments must be in Word/PDF.

Closing time for applications is 5.00pm on Friday 8th September 2017.

First interviews will be held in London Wednesday 13th September 2017

Second interviews will be held in Luton with the Board on Monday 18th September 2017