



Role profile:

# Trust Coordinator





# Oglesby Charitable Trust

## The Role: Trust Coordinator

**Based:** Manchester city centre, hybrid working

**Salary:** £22,000 - £25,000 pro rata

Hours and working pattern: 22.5 hours per week, over three full days, some flexibility possible

### **Summary:**

This is a rare opportunity for someone with great organisational skills, a strong sense of social purpose, and, ideally, a non-profit or social impact background to join and support our small team.





# The Oglesby Charitable Trust

The Oglesby Charitable Trust (OCT) was set up to support charitable activities in the North West of England. It was founded by the late Michael Oglesby, founder of property company Bruntwood, and his wife Jean, and today, four of the five Trustees are family members.

The OCT has supported over 300 charities since the early 2000s, and has given approximately £30m in grants during that time. Our total annual budget is up to £3.5m per year, supporting activity in the areas of health, arts, social inequalities, and the environment. The Trustees and the staff team are highly engaged with all the work we fund, and take a relational, holistic approach.

We are excited to have created this new Trust Coordinator post - we believe the right person will be able to make a tangible and immediate difference, to our activity as well as to positively impact our future work.





# Role Profile

## **What will you be doing:**

Working in a small team, the new post of Trust Coordinator will be responsible for tasks and processes that will support and enhance our existing work, as well as supporting the development of new projects. These include:

### **Administration**

1. Arranging and supporting meetings with applicants
2. Managing our monitoring report cycle
3. Preparing for a new end of year impact report (October 2023)
4. Organising grant payments
5. Arranging and supporting internal meetings, including Trustee Board meetings by making room bookings, taking minutes and running standard reports
6. Working with Bruntwood's Salesforce team to ensure our systems meet our needs
7. Looking after the OCT email inbox and dealing with enquiries

### **Communication**

1. Being our central contact person for grant applicants, grantholders, colleagues and other contacts
2. Meeting weekly with the Trust team to plan ahead and report back
3. Following up charity meeting actions (making introductions, providing supporting information, recording meeting summaries)
4. Implementing changes to the website and updating it regularly
5. Compiling OCT-related news online and connecting charities and Bruntwood with this.

### **Research**

1. Support new work by conducting desktop research, and disseminating conclusions to the team.

### **Projects**

1. Funding Plus: support our work with Bruntwood colleagues and its suppliers and customers to develop the offer to charities, creating a vibrant and well-subscribed programme
2. Small Green Grants programme: working alongside the Trust Manager, develop and implement a small grant programme, focusing on climate change action in non-environmental charities.



# Role Profile

## What we're looking for

**We are looking for someone who is as happy making connections between people as they are updating records. This is a broad role, but to be successful we're looking for someone who has:**

- Respect for the voluntary sector's contribution to society
- Empathy with diverse communities and a belief in the strengths in all communities
- Flexibility in relation to a diverse workload
- A positive and creative mindset
- Good literacy skills, as the role involves a lot of reading and writing
- Good basic numeracy skills, for reporting and grant analysis
- Digital skills - comfortable using computer software and open to learning new systems to support the day to day workload
- Experience of working within the voluntary sector, or within a social impact function
- Experience of working within a small team

## Your relationships

As part of a small team, this role will support the majority of our work at the Trust, principally via the Trust Manager and the Relationship Manager. The Trust Coordinator is managed by the Trust Manager, who is responsible to the Trustees. You will also have colleagues in Bruntwood and will provide a point of contact for them and for grantholder and applicant charities.

By supporting the existing team, you will immediately benefit our everyday work. By facilitating links with our partners, you will help our funds to go further. And by supporting new project development, you will enhance the positive difference we can make in the future.

# Benefits of working with us

We are a small team, so we aim to work with colleagues to understand their requirements to working most effectively, whilst meeting the needs of the role.

In addition to this, you can expect the following standard benefits:

- 25 days holiday pro rata
- Your birthday off
- Flexible working hours - we're open to discussing the 22.5 hour working pattern with you before interview
- Up to 8% matched pension scheme
- Free healthy breakfast
- Free access to an onsite gym