

SAINSBURY FAMILY CHARITABLE TRUSTS
JOB DESCRIPTION

EMPLOYER:	The Sainsbury Family Charitable Trusts
LOCATION:	The Peak 5 Wilton Road London SW1V 1AP
JOB TITLE:	Administrator for the Jerusalem Trust PA to the Finance Director and Head of Finance
BACKGROUND:	<p>The Sainsbury Family Charitable Trusts are a group of 17 independent grant-making trusts, all established by members of three generations of the Sainsbury family. The trusts support a wide range of charitable causes and provide one of the leading examples of sustained philanthropy in Britain.</p> <p>Each trust operates independently, with its own separate and autonomous board of trustees and each trust's charitable giving reflects the family member's personal interests, priorities and ways of working.</p> <p>The trusts are proactively supported by an internal finance team which provides business partnering to ensure the most effective management of trusts' funds.</p> <p>The SFCT office employs around 90 people in London, SW1.</p>
PURPOSE OF ROLE:	<p>This dual role will provide administrative support to the Jerusalem Trust, one of the larger family trusts, as well as PA support to the Finance Director and Head of Finance.</p> <p>The Jerusalem Trust is chaired by Sir Timothy Sainsbury with six other experienced trustees. The trust was established for the promotion of Christianity and Christian Education and gives a total of approximately £4 million each year to around 120 charities in its chosen fields (mission and evangelism, education, international development, media and art). Grants range in size from a few hundred pounds to many thousands.</p> <p>The Jerusalem Trust also has a subsidiary company, Jerusalem Productions, which supports the production of Christian media through investment in a range of UK TV and internet programmes relevant to</p>

the Christian message. Jerusalem Productions runs an annual awards ceremony, rewarding radio and web-based productions on Christian themes.

The Trust is run on a day-to-day basis by two Trust Executives whose job it is to research and present charitable projects that fit the trustees' interests, disburse the money and monitor its effective use. They also advise the trustees on relevant developments in the sector.

The SFCT Finance Department is responsible for the financial management of all 17 trusts as well as a number of limited companies and charities spun off from the main charitable trusts and registered within the offices.

SFCT is seeking an excellent administrator who can provide efficient, accurate and detailed support to the Jerusalem Trust and Finance Department. It is a busy, interesting and varied role that involves preparing detailed trust papers, arranging meetings, co-ordinating events and writing up short papers for the trustees.

The role would suit someone who enjoys working methodically and who can follow procedures and keep strictly to deadlines. Knowledge of the Christian church in the UK and an interest in the charity sector would be a distinct advantage.

More information about the Sainsbury Family Charitable Trusts can be found at www.sfct.org.uk.

MAIN DUTIES AND RESPONSIBILITIES:

- Compiling agendas, collating and disseminating papers for Trust meetings.
 - Proof-reading papers and correspondence.
 - Typing minutes, reports and correspondence.
 - Writing up proposals for small grants, based on information sent in by applicants.
 - Processing grant payments and monitoring receipt of reports from beneficiaries.
 - Entering and tracking grant information on the in-house grant management system. Scanning and indexing documents on the in-house electronic filing system.
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- Arranging Trustees' meetings, and a range of other internal and external meetings, conferences, lunches etc.
 - Assisting in the planning and delivery of the Jerusalem Awards, including co-ordinating entries, social media promotion, liaising with judges, liaising with suppliers and venue management, issuing and tracking invitations.
 - Assisting with the administration of Company Secretary duties.
 - Answering telephone calls, liaising with Trustees, other staff and beneficiaries, and responding to general enquiries.
 - Managing electronic diaries, emails and keeping bespoke databases up to date.
 - Greeting visitors, arranging refreshments for meetings.
 - Clearing rooms and the catering kitchen after meetings.
 - General office support, which includes occasional reception duties.
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