



**Job title:** Team Assistant

**Hours:** 37.5 hours per week, Monday to Friday

**Employer:** Rothschild Foundation

**Reports to:** Head of Grants

**Location:** Waddesdon (with occasional travel across Buckinghamshire and to central London office)

**Salary:** £21,000-23,000 depending on experience

**Background:**

The Rothschild Foundation continues the philanthropic tradition of the Rothschild family and their longstanding support of arts and heritage. Central to the Foundation's vision is an ongoing commitment to Waddesdon Manor, one of the last remaining 19th century Rothschild houses.

Waddesdon and its unique setting inspires our areas of interest which we explore and develop through grant-making, major initiatives and the promotion of thought leadership and convening. Collaboration and partnerships are an important element of our work, and we engage with a wide variety of academic, cultural, environmental, social and educational institutions, as well as other philanthropic foundations and charities.

The Foundation uses the unique setting of Waddesdon to host exhibitions, debates and round table discussions that address key social, political and environmental issues. These events are often delivered in partnership with like-minded organisations who offer expertise within their chosen sector.

The Foundation also manages a variety of other projects, including an art collection, the care of the state rooms at Spencer House in London and the Golden Mede housing development in Waddesdon village.

**Purpose and scope:**

The role will provide support to the Rothschild Foundation's (RF) grants programmes and related activities, supporting the whole Grants Team with all aspects of the day-to-day running and administration of grant-making operations. The role will also support the wider Rothschild Foundation team, including the Chief Executive's office, on a range of administrative tasks.

## Specific Responsibilities:

### Grants Administration

- First point of contact for enquiries, including maintenance of grants inbox.
- Drafting approval/refusal correspondence, setting payments, requirements and activities as advised by Grants Manager/Head of Grants.
- Maintaining grant database and due diligence on grant applicants (e.g. requests and logging grant documentation, ensuring timely reporting from applicants).
- Support where needed in planning and organising logistics for events, in collaboration with Events Team where appropriate.
- Research to support the Grants Strategy.
- Assisting in assessing and reviewing grant requests, with the opportunity to accompany team members on applicant/grantee visits.

### Grants Team Administration

- Some diary management for Head of Grants and Grants Manager, including arranging meetings and occasional travel itineraries.
- Set up and attendance of regular team meetings, committee meetings etc., including minute taking.
- Assisting in the preparation of Committee and Trustee meeting papers.
- Updating Rothschild Foundation website, social media presence and Grants team newsletter.

### Chief Executive's Office Support

- Supporting the Executive Assistant to the CEO with the administration of the CEO's office.
- Assisting with the preparation of Board papers.
- Assisting with arranging appointments and travel itineraries for the CEO.
- Managing expenses and statements, and coding invoices.
- Providing cover for the Executive Assistant to the CEO when they are on leave including diary management and minute taking.

### Wider Team Administration

- Leading on the migration of Rothschild Foundation documents (for the Grants Team and the wider team) onto SharePoint and maintaining the database going forward.
- Stationery orders.
- Fire Warden for the office (training will be provided).

#### Other Duties

- Such other reasonable responsibilities that may arise in the furtherance of the RF's work and wider projects.

#### Knowledge, Skills and Experience:

##### Essential

- Excellent communication skills (electronic, phone and face to face).
- Excellent computer skills including Word, Excel and Outlook. Training will be provided for Grants database (Blackbaud Grantmaking) and SharePoint.
- Highly organised with a good attention to detail.
- Ability to work as part of a team as well as independently.
- Ability to work under pressure and respond to tight deadlines.
- Warm and friendly, with an enthusiastic approach.
- Must possess a driving license.

##### Preferred

- Previous experience of working in an office environment
- An interest in the Foundation's areas of work

To apply, please send your CV and covering letter to [RF.HR@rothschildfoundation.org.uk](mailto:RF.HR@rothschildfoundation.org.uk)

Please write **Application for Rothschild Foundation Team Assistant** in the subject.

Closing date for applications is **5pm on Tuesday 12<sup>th</sup> February 2019**.

Interviews for this role will take place on the Waddesdon Estate on **Tuesday 5<sup>th</sup> March 2019**. On applying, please make sure that you will be available on this date if you are called for an interview.