

Trust Administrator

Background Information

The Church Schools of Cambridge (The Trust) is an Anglican charity established in 1703 to provide schooling with a Christian ethos to disadvantaged children in Cambridge. It owns four primary schools in the City of Cambridge – St Lukes, St Pauls, Park Street and St Philips.

The vision of the Trust is to grow Christian environments where children can learn and flourish through the following activities:

- Financially supporting its four schools to maintain their buildings, appoint Foundation Governors and provide specific grants to support the overall education
- Running and resourcing events on themes of Christian ethos, RE, spirituality and collective worship for Church and non Church schools in the Cambridge area
- Working in partnership with others and funding activities that support the provision of RE, Collective Worship and educational needs of young people

The Trust employs a Director, Project Officer and Finance/Compliance Officer all of whom work part time. The Trust Administrator has a key role in supporting the Trustees and staff to deliver the overall vision and to assist in a range of activities, it is a varied and rewarding role

The Role

Working to the Director, the role of administrator has two parts: secretary to the Board of Trustees and providing administrative assistance to the director and staff team as follows.

Trustee support

- General correspondence for Trustees
- Maintain records using a tracker system for Trustee and Foundation Governor appointments and terms of office, this includes Trustee declarations, promises and conflict of interest documents
- Take minutes of Trustee meetings including sub-Committees, distributing minutes and agendas, coordinating meeting agenda's and papers ensuring actions are followed up
- Provide information as requested by the Treasurer or Finance Officer for the annual audit process
- Provide updates to the Charity Commission (excluding the annual return) to ensure Trust records are up to date.

Director and staff support (to note Finance Officer handles Bibles/IYM/children's grants)

- Support the advertising and appointment of CSoC School Foundation Governors and CSoC Trustees
- Provide assistance for Trust run events e.g. Workshops, Exhibitions, Footprints walking tours, Foundation Governor Events (incl. booking coaches, sending out information, organising promotional material, finding venues). Help with the production and distribution of support material e.g. class based Collective Worship.
- Provide general liaison between the four Trust schools and the solar panel support provider ensuring maintenance requests, cleaning and general problems are followed up and completed. Liaise with the Finance Officer who collects, records and submits the solar meter readings to provide a general update to the Director and Trustees
- Working with the Director (and, where appropriate, with a web designer) help promote the work of the Trust as follows; ensure that the Trust website is updated to include Trust accounts and meetings, that online resources and Trust supported activities are accessible and promoted, collating information for social media and/or newsletters. Input as required to an overall Trust communication plan.
- Working with the Director, administer the monthly staff meetings.
- Work with the Projects Officer on supporting CSoC volunteers (used at Exhibitions when COVID allows face to face delivery)
- Working with the Finance Officer to maintain the shared (Office 365) IT system and the paper records (at St Georges, Chesterton) and ensure that the overall inventory for paper/electronic files is updated.
- Support the Finance Officer in maintaining the Charity's legal document inventory
- Provide general administrative and secretarial support to the Director and specific project support as required.

As this is a varied role there maybe ad hoc requests not listed above but fit with the administrative role.

Skills and Experience

You will have strong communication skills, good minute taking and excellent organisational ability as demonstrated through your work or voluntary experiences and have the willingness and flexibility to support a range of activities. You will be familiar with Word and Excel, be confident using IT and happy to learn new software.

With an enthusiastic and proactive attitude you will be actively looking for ways you can help the Trust develop and deliver its vision.

You will share the Christian ethos and distinctiveness of church schools.

Time, resources and payment

This is a part time position of 15 hours per week and there is some flexibility about when these hours are worked. The role requires you to attend and minute Trustee meetings, a number of which are in the evenings.

The Trust does not have an office so this is a home based role, the Trust will provide a laptop and has a shared IT system plus you will be reimbursed for telephone calls and stationary.

The Salary will be £20,000 – £24,000 pro-rata, depending on experience.

You will need to be able to travel to meetings in and around Cambridge.

Role specific training will be provided

If you are interested in applying for this role please email your CV and covering letter detailing your relevant experience that makes you suitable for the post to finance@csoc.org.uk

**Closing date for applications is 9th July
Interviews will take place between 19th-21st July**