

# The McGlashan Charitable Trust

## Job Description – Administrator (freelance)

### **The McGlashan Charitable Trust**

Founded in 1992 by the late Iain Sillars Stuart McGlashan, The McGlashan Charitable Trust provides support for postgraduate students and charitable arts organisations in Scotland.

The current value of the Trust's endowment is around £2.8m; this is likely to rise during 2021/22. Grants of around £85,000 are awarded each year. The activities of the Trust are overseen by five Trustees who meet regularly, including twice a year to make decisions about the next year's awards.

Iain died in 2019 but the work of the Trust continues. The Trustees are currently seeking an Administrator to oversee the day-to-day running of the Trust and to support the Secretary and Trustees in a review of grant-making policy.

### **About the Role**

The Administrator will oversee the day-to-day running of the Trust. They will be the main point of contact for grant applicants and steward the annual application processes for both organisations and individuals.

They will keep appropriate records and liaise with Trustees. They will clearly communicate applicant requirements and will be responsible for collating eligible applications.

During their first year the Administrator will undertake a review of the Trust's grant-making policy in conjunction with the Trustees.

The work of the Administrator will be overseen by the Secretary.

## **Description of Duties**

General administration and policy:

- Managing all website administration and design
- Administering payments and invoices
- Organising any Trust events, including regular Trustee meetings
- Working with the Secretary on the annual audited accounts
- Administering OSCR and all other reporting requirements
- Working with the Trustees on grant-making priorities, grant policy and overall management of the Trust
- Other duties assigned by the Trustees

Student awards:

- Communicating and corresponding with all students
- Maintaining Trust grant guidelines and publishing forms
- Collating and organising all applications for the Trustees
- Collating and organising all Trustee decisions for applicants
- Keeping good records of grant awards and commitments

Arts awards:

- Communicating and corresponding with all organisations
- Liaising with organisations about ongoing awards e.g., reports
- Maintaining Trust grant guidelines and publishing forms
- Collating and organising all applications for the Trustees
- Collating and organising all Trustee decisions for applicants
- Keeping records of grant awards and commitments

## **Applicant Profile**

The Administrator will have a minimum of three years' administrative experience, ideally in the Arts or Higher Education context. They should also:

- Be highly organised
- Be proficient in standard IT packages
- Be an excellent communicator, able to issue instructions clearly and speak compellingly about the work of the Trust
- Have a basic understanding of charity accounts
- Have an understanding of the Arts and / or Higher Education sectors
- Be willing to work from home

Applicants with experience of Trust administration are encouraged but a range of different professional experiences will be considered.

The Trust will offer flexibility and is open to a range of different working patterns.

All applicants will receive equal treatment irrespective of sex, race, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment.

### **Contract Terms**

The freelance Administrator would be engaged as a freelance individual responsible for their own income tax and national insurance payments. The Trust would offer:

- A daily fee of no less than £100, dependent on experience
- A yearly offer of 50 – 60 days of work
- Flexible working conditions – it is envisaged the successful candidate will work from home

### **Candidate Process**

To apply, please send a CV and covering letter to [info@mcglashantrust.org](mailto:info@mcglashantrust.org) by 5pm on Friday 14 May. In your covering letter tell the Trustees about your professional experience to date and what you think you will bring to the role – one page of A4 will be sufficient.

Successful applicants will be offered an interview.

If you have any questions about this opportunity, please contact the Trust Secretary at [info@mcglashantrust.org](mailto:info@mcglashantrust.org).