

# the Tudortrust

## Resources Team Co-ordinator

### Candidate Pack

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For background information on the work of the Trust please go to  
[www.tudortrust.org.uk](http://www.tudortrust.org.uk)

# **Tudor Trust**

## **Background briefing**

On 1 March 1955 Sir Godfrey Mitchell endowed a charitable trust with a gift of shares in the building company George Wimpey. In 1979 this trust became known as the Tudor Trust (Tudor). Since 1955 Tudor has given over £460 million in grants, spread widely across the social welfare sector.

The Trustees of the Tudor Trust decide how its income and capital should be used to meet Tudor's charitable purposes. Grant-making committees of Trustees and staff meet every three weeks to consider applications and make decisions. Policy is discussed by the Board of Trustees three times a year.

We do not focus our funding on specific themes or programmes. Instead we want to fund a wide range of people and organisations working to achieve lasting change in their communities. Our role is to support and enable their visions, trusting the groups we fund to do the work that is needed.

Tudor has 16 staff, working in three teams: the Resources Team, the Information Team and the Grants Team. The staff team supports the Trustees in the administration of the Trust's grant making; we currently aim to make around 350 grants, totalling about £19 million, each year.

We are now seeking to employ a Resources Team Co-ordinator who will play an important part in ensuring the smooth, efficient and purposeful running of the Tudor Trust by maximising the effective use of Tudor's resources. The Co-ordinator will provide high-level, Executive Assistant support to the Head of Resources, who oversees the overall efficiency and effectiveness of the Trust and covers for the Director in his absence. The Resources Team Co-ordinator will work across the organisation in order to assist the Head of Resources in the management and development of the resources of the Trust. Therefore, they will need to be confident in developing relationships both externally and with trustees and the staff team; they will work particularly closely with the Co-ordinator of the Grants Team. The postholder will need strong communication skills, both written and verbal, as well as the confidence to conduct research into a range of subjects related to the development of the Trust's work.

The Co-ordinator will take direct responsibility for some areas of the Resources Team's work such as acting as a first point of contact for Human Resource issues, so they will need to be a people person with an appreciation of the importance of confidentiality. They will have the opportunity to develop projects related to the grant making activity of the Trust, particularly the Community Land Trust project and they will also manage a small portfolio of grants. So, they will need an interest in developing project management skills and will be able to demonstrate empathy for our grant making activities and an interest in the organisations and work we fund.

## Resources Team Co-ordinator (Based Ladbroke Grove) Job Description

The Resources Team ensures the smooth, efficient and purposeful running of the Tudor Trust through managing its overall administration, Human Resources, finances, facilities and ICT. The team maximises the effective use of Tudor's resources to enhance its funding programme.

The Resources Team consists of the Head of Resources, the Resources Team Co-ordinator, the Finance Officer and the Resources Officer. The Resources Team Co-ordinator will be line managed by the Head of Resources.

### Purpose of role

The Resources Team Co-ordinator will provide strong, proactive Executive Assistant support to the Head of Resources in order to ensure that the resources available to Tudor are used to maximum advantage and that the Trust is run effectively and efficiently. Working closely with other Resource team members, and the Grants and Information Team Co-ordinators, the postholder will play an important role in overseeing the overall smooth operation of both the Resources Team and the Trust as a whole. They will also have an opportunity to become involved in grant making. The Resources Team Co-ordinator will also take direct responsibility for some areas of Tudor's work around Human Resources, Health & Safety and Information Technology issues.

The Executive Assistant and Co-ordination remits of this post require someone who is willing to be broadly involved in the work of the Trust. This will include being interested in how the trust works and makes grants. The Resources Team Co-ordinator will get to know and understand our work and will be interested in issues such as social investment. They will also lead on the further development of Tudor's Community Land Trust project and so will need to be willing to take on some project management and grant making responsibilities. They will also enjoy the role of harmonising the work of the Resources Team and representing the team across the organisation. As such the Co-ordinator will enjoy building strong relationships and contributing to making sure things run smoothly.

### Key responsibilities

#### Executive Assistant to the Head of Resources

1. Provide the Head of Resources with proactive and well-organised support in order to ensure that the Resources Team is run effectively and efficiently
2. [Act as an Executive Assistant](#) to the Head of Resources: being first point of contact and gate keeper; [covering for her in](#) her absence; initiating correspondence, reports and minutes; filing; arranging and minuting meetings and undertaking research and project work as required

3. Support the Head of Resources in the servicing of meetings of the Board of Trustees and Committees of the Board. Manage distribution of Trustee Committee papers (seventeen times per annum), Board Papers (three times per annum), AGM papers, Investment Committee papers (four times per annum) and Audit Group papers (twice per annum). This will involve taking minutes for some meetings
4. Assist with Company Secretarial matters for the Tudor Trust
5. Assist the Head of Resources as the Tudor Trust reviews its investments and looks to use its endowment in new ways, and providing support in monitoring existing and new funds
6. Undertake ad hoc research projects related to the Resources Team and, where appropriate, to the Trust as a whole

### **Resources Team Co-ordination**

1. Work closely with other members of the Resources Team, to ensure that the work of the team contributes to Tudor's organisational and strategic development
2. Act as a central point of contact for incoming enquiries to the Resources Team and provide cover for other members of the team as appropriate
3. Work cross-organisationally, building positive and collaborative working relationships with members of the Grants and Information Teams, particularly the other team co-ordinators, and taking a proactive role in ensuring and developing the smooth running of Tudor's administration
4. Contribute to effective team work by sharing information and skills within the team and supporting colleagues

### **Human Resources**

1. Support the Head of Resources in ensuring the organisation has good HR practices, proactively monitoring legislative changes which may have an impact on Tudor and working with the Head of Resources to develop Tudor's response
2. Work with the Resources Officer (Health and Safety related issues) and the Head of Resources (HR issues), to ensure compliance with current and new legislation; maintaining and updating staff manuals and guidelines
3. Undertake specific areas of Human Resources administration (often confidential) and assist with employment contracts, flexible benefit options, pensions, group health and insurance schemes, salary reviews, appraisals and the development and updating of the staff handbook

4. Provide confidential and supportive advice and guidance to staff around welfare issues including sickness, special leave, annual leave etc

### **Building Management**

1. Maintain and update (when required) the health and safety manual for the building, and monitor and respond to health and safety issues with the Resources Officer (RO)
2. Ensure adequate insurance is in place at all times
3. Assist with contractual issues concerning the procurement, replacement, maintenance and upkeep of all fixtures, fittings, equipment and machinery
4. Ensure that Tudor complies with Health and Safety regulations at all times
5. Work with other members of the Resources Team in delivering good Health and Safety practice

### **Information Technology**

1. Assist the Head of Resources in the development and implementation of the IT strategy at the Trust
2. Provide proactive support and take first-line responsibility for IT issues across the organisation
3. Liaise with outsourced IT support services, managing contracts and acting as the key contact to ensure that any IT problems are resolved quickly and efficiently
4. Troubleshoot in-house IT problems to support the staff team on IT matters
5. Take responsibility for data protection issues, monitoring changes to legislation and implement changes in this area

### **General**

1. Answer incoming calls to the Trust in co-operation with the Information Team and other Team Co-ordinators
2. Contribute to meetings as required
3. Offer flexible support for the work of the Trust generally, as and when required. Provide cover for other members of the staff team helping to ensure that the work of the Trust can continue effectively and without interruption

4. Project manage the Community Land Trust, working closely with colleagues and trustees to develop and grow the initiative
5. Be involved in grant making and over time take on a small portfolio of grants
6. Take a flexible approach to new duties and responsibilities as required

### **Conditions of Employment**

The salary for this is £31,500. The hours worked are 35 per week, with a minimum of 30 minutes lunch each day. The Trust operates flexible working hours with core hours of 10.00am to 4.00pm. Overtime is not paid and time off in lieu may be taken by agreement with the line manager. The post is subject to a three-month probationary period. Annual leave is 26 days per year plus public holidays. There is a non-contributory pension scheme, a health care scheme and a season ticket loan scheme.

## Person Specification

Attributes	E = Essential	P = Preferred
Experience	<ul style="list-style-type: none"> <li>• Demonstrable administrative and PA experience, or experience in another relevant role (E)</li> <li>• Knowledge of HR practices and procedures (P)</li> <li>• Knowledge of Health and Safety (P)</li> <li>• Knowledge of contractual issues surrounding office equipment and services, and experience of negotiating contracts (P)</li> <li>• Experience of managing insurance policies (P)</li> <li>• Experience of facilities management (P)</li> <li>• Understanding of finance and investment practises (P)</li> </ul>	
Knowledge and skills	<ul style="list-style-type: none"> <li>• Excellent administrative, planning and organisational skills and the ability to plan own workload and work on own initiative (E)</li> <li>• Excellent standard of written and spoken English (E)</li> <li>• Excellent communication skills and the ability to build positive and effective relationships across the organisation and externally (E)</li> <li>• Strong attention to detail (E)</li> <li>• Good research skills (E)</li> <li>• Strong IT skills, including basic troubleshooting and the ability to use Word, Excel and Outlook to a high level (E)</li> <li>• Minute-taking skills (E)</li> <li>• Ability to maintain confidentiality at all times (E)</li> <li>• Ability to work as part of a team (E)</li> </ul>	
Attitudes	<ul style="list-style-type: none"> <li>• Empathy for grant making (E)</li> <li>• High levels of personal responsibility and emotional intelligence, and the maturity to interact at all levels with confidence (E)</li> <li>• Flexible and approachable (E)</li> <li>• Calm under pressure and able to think through solutions to issues that arise (E)</li> </ul>	
General	<ul style="list-style-type: none"> <li>• A commitment to Tudor's aims and ethos (E)</li> <li>• A commitment to anti-discriminatory practices (E)</li> <li>• Sensitivity to the needs of the people and organisations we work with (E)</li> </ul>	

**Confidential Application**  
**Resources Team Co-ordinator**

**Tudor Trust**

Please complete this brief application form and attach a CV outlining your career to date, plus any academic and professional qualifications. Also include details of any voluntary post(s) you have undertaken. Once complete send your application to allyson@wholepeoplesolutions.co.uk, or post to: 20 St Georges Mansions, Causton Street, London, SW1P 4RZ.

Full Name:

Address:

Work Phone:

Mobile Phone:

Home Phone:

Email:

How did you hear of this post:

**REFERENCES**

Please give details of three professional referees, one of which should be your current employer, another of which should be your previous employer:-

1 - Name and professional relationship to you:

Tel:

OK to approach?    Yes / No

2 - Name and professional relationship to you:

Tel:

OK to approach?    Yes / No

3 - Name and relationship to you:

Tel:

OK to approach?    Yes/No

**Personal Health Issues**

Do you suffer from any illness or health problem that may affect your ability to carry out this role?

Yes                      No

If yes, please give details:

**Current Employment Terms Details**

Basic Annual Salary:

Annual Leave:

Pension: Employer contribution

Employee contribution:

Any other benefits?

Notice required:

Please briefly state why you are interested in this post and what three key areas of your experiences / skills you can bring to the role (1 page maximum)

**DECLARATION**

I declare that the information that I have provided on this form is true and accurate, and in particular that I have not omitted any fact which may have a bearing on my application. I understand that any subsequent contract of employment with the Tudor Trust will be made on the basis of the information I have provided. Furthermore, I understand that a false declaration, which results in my appointment to the Tudor Trust, will render me liable to dismissal without notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# The Recruitment Process

## Timetable

<b>Deadline for applications</b>	<b>24 November</b>
First stage screening interviews	On-going
Second stage panel interviews	3 – 4 December
Final stage meeting	8 December

## To Apply

If you would like to apply for the role then please send your CV and Application Form by post or preferably email to:

**Email:** [allyson@wholepeoplesolutions.co.uk](mailto:allyson@wholepeoplesolutions.co.uk)

**Phone:** 020 7828 3855

**Address:** Allyson Davies – 20 St Georges Mansions, Causton Street, London SW1P 4RZ

## Information

If you require any further information or you would like to discuss anything in more detail, please contact our recruitment adviser, Allyson Davies, (on 020 7828 3855, 0796 855 6164, or email: [allyson@wholepeoplesolutions.co.uk](mailto:allyson@wholepeoplesolutions.co.uk)) who would be more than happy to answer any questions you may have.