

## Role Profile

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| <p><b>Job Title:</b> Business Support Coordinator – Rothschild Foundation</p> <p><b>Managed by:</b> Grant Operations and Data Manager</p> |  |
| <p><b>Entity:</b> Rothschild Foundation</p>   | <p><b>Location:</b> Waddesdon (with occasional travel across Buckinghamshire and to central London office)</p> |

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 proactive office management for the Rothschild Foundation (RF) and will support the RF Grants Team with all aspects of the day-to-day running and administration of grant-making operations. As members of the Grants Team often travel and work remotely, the role will provide vital office based support to enable the team to work most efficiently. Being the key first point of communication in the office, it is essential that the post-holder is a self-starter, with the drive and initiative to work independently to support the office. The role will also support the wider Rothschild Foundation team, including the Chief Executive’s office, on a range of administrative tasks.

**Terms & Conditions:**

**Contract Type:** Permanent full time with the Rothschild Foundation

**Hourly Rate:** £25,000 per annum

**Hours:** A minimum of 37.5 hours per week, Monday – Friday. Flexible working requests can be considered.

**Annual Leave:** From start date, 33 days (including public holiday)  
After three full years of service: 35 days (including public holidays)  
After five full years of service: 37 days (including public holidays)  
After ten full years of services: 38 days (including public holidays)

**Benefits:** 20 % staff discounts in our on-site Restaurant and Shops.  
10% company contribution pension scheme.  
Beautiful location working within the charity and heritage sector.  
Free parking.

**Key responsibilities:-**

**Office Management – Rothschild Foundation office**

- First point of contact for general enquiries via telephone, post and email.
- Monitoring the 'Grants' and 'Info' inboxes and responding to messages or escalating to the relevant colleague in a timely manner.
- Managing incoming and outgoing post.
- First point of contact for visitors - meeting and greeting, providing refreshments at meetings.
- Providing proactive office management including stationery orders and liaising with the IT department for the team's IT support needs.
- Fire warden duties (training will be provided).

**Grants Team Administration**

- Scheduling and minuting regular Grants Team meetings, including the biannual Grants Committee meeting.
- Preparing, collating, formatting and distributing the biannual Grants Committee papers and Grants Trustee papers.
- Providing diary management for Head of Grants and Grants Managers, including arranging meetings and occasional travel itineraries.
- Assisting with updates to Rothschild Foundation website, social media presence and Grants team newsletter.

- Drafting approval/refusal correspondence, setting payments, requirements and activities as advised by Grants Manager/Head of Grants.
- Maintaining the grant database (Blackbaud Grantmaking) and performing initial due diligence on grant applicants (e.g. logging requests and uploading grant documentation)
- Assisting with planning and organising logistics for events, in collaboration with the Events Team where appropriate.
- Leading on the migration of Grants documents onto SharePoint and the grants database (Blackbaud Grantmaking).

### **Chief Executive's Office Support**

- Support the Business Support Manager – Chief Executive's office (BSM) with the any administration requirements, including filing.
- Assisting with the preparation of Trustee papers as required in order to meet the bi-annual print deadlines.
- Assisting with arranging appointments and travel itineraries for the CEO.
- Providing diary support and answering emails as required by the BSM.
- Processing expenses and statements, and coding invoices.
- Providing cover for the BSM when they are on leave including CEO diary management and minute taking.

### **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**

- Relevant office experience in an administrative capacity, including experience of supporting a team.
- Experience of servicing meetings e.g. preparing papers and taking minutes
- Excellent computer skills including Word, Excel and Outlook as well as demonstrable experience using databases, including accurate data entry.
- Confident and articulate, on the telephone and in person, with the ability to communicate effectively with a range of audiences.
- Strong numeracy and literacy skills, including the ability to write clearly and concisely with grammatical accuracy.
- Strong organisational skills and experience of delivering successful projects within tight deadlines.
- A motivated self-starter with a proven track record of taking own initiative.

- Ability to work independently without close supervision.
- A collaborative approach and a strong team player.
- Highly organised with excellent attention to detail.
- Ability to work under pressure and successfully deliver projects within tight deadlines.
- Warm and friendly, with an enthusiastic approach.
- Must possess a full, clean driver's licence and have access to a car.

### Preferred

- Experience working with a range of internal and external stakeholders, including senior staff, committee members, Trustees, grantees and applicants.
- Experience using Blackbaud Grantmaking database.
- Experience using SharePoint.
- Knowledge of the Buckinghamshire charity sector.
- An interest in the Foundation's areas of work.

### Application

Please send a cv and covering letter to [application@waddesdon.org.uk](mailto:application@waddesdon.org.uk) by 5pm on Friday 31 January. Interviews will be held on Thursday 13 February at Waddesdon.