

Job Purpose

Working within The Wood Foundation's (TWF) Administration Team, the Administrator is responsible for the ongoing administration required to support the effective delivery of TWF's UK based programmes and grant management.

Reporting Relationship

Reports to the Deputy UK Director.

TWF UK Mission Statement

We are committed to building upon our knowledge and expertise gained through the design and leadership of innovative programmes to inform practice, influence change, and identify opportunities to continue developing Scotland's young people.

Main Responsibilities

Programme and Grant Administration:

- Provide administrative support for the charitable programmes directly delivered by TWF, including but not limited to: The Youth & Philanthropy Initiative (YPI), Global Learning Partnerships (GLP) and RAiSE.
- Prepare the documentation required for new grant approvals and circulate for authorisation.
- Update and maintain SharePoint; TWF's grant, and contact management system to ensure accurate auditing and timely reporting.
- Support the UK Director with the monthly Management Information Support (MIS) Reports from SharePoint, ensuring TWF programmes and grant investments are compliant with contractual obligations.
- Liaise with the Lead Administrator to raise scheduled payments for all TWF programmes and grant investments.
- Distribute all scheduled grant payments in accordance with TWF's established processes and procedures.
- Support TWF event and meeting planning, including but not limited to: shortlisting venues; coordinating delegate lists; preparing and distributing resources and; providing support at large scale events.

Office Management:

- Provide front-line support and information to TWF's external stakeholders through telephone and email contact: dealing with all approaches in a prompt and professional manner and referring all queries to the appropriate colleague.
- Ensure the smooth running of the TWF office and administration systems in accordance with established processes and procedures.
- Provide PA support to the UK Management Team, including but not limited to: meeting coordination and preparation; travel and accommodation; research and; general administration tasks.
- Coordinate and support quarterly team meetings including: preparing and distributing the agenda, documenting and circulating meeting minutes.

- Prepare Board papers for bi-annual Trustee meetings.

General:

- Be prepared to undertake additional activities as required to fulfil your role as administrative support for the smooth running of TWF.
- Comply with all relevant health & safety requirements and adhere to all relevant Foundation policies and procedures as required.

Essential Skills & Experience:

- Attention to detail is crucial.
- Good oral and written communication skills.
- Practical experience of the full Microsoft Office 365 suite.
- Strong organisation and time management skills.
- Flexibility and initiative; the Administrator must demonstrate the ability to re-organise workflow based upon competing priorities.
- Confidentiality is vital.

Desirable Skills & Experience:

- Knowledge of SharePoint and/or other document/CRM systems.