**JOB DESCRIPTION**

Title: **Trust Secretary** for the Frieda Scott Charitable Trust (FSCT)

Responsible to: The Director of the Scott Charitable Trusts (Chris Batten)

Responsible for: The efficient and effective administrative functioning of all aspects of the FSCT grant-making process in accordance with current Guidelines and Policies

Working hours: 22 per week (flexible) during normal working hours

Remuneration: £14,056 p.a. (equivalent to £23,000 p.a. FTE) + 10% pension contribution

**Key Areas of Responsibility**

**1. Administration of the Trust’s work**

1. Responding to letters, emails and phone calls in a timely, helpful and professional manner
2. Contacting applicants and beneficiaries in order to be well informed of the work of both existing and potential beneficiaries of the FSCT
3. Updating the database (Benefactor) for all FSCT contacts/actions
4. Digital filing of all relevant FSCT papers
5. Contributing to financial information (funds committed YTD, cash flow & forward commitments) as required
6. Reviewing the policies, procedures and paperwork of the Trust as required

**2. Trustee Meetings and the Small Grants Committee**

1. Preparing, copying and distributing appeal papers and related correspondence for meetings
2. Preparing agendas for meetings in agreement with the relevant Committee Chair
3. Preparing various briefing papers as required (including statistical analysis)
4. Coordinating visits to both existing and potential beneficiaries
5. Informing Trustees between meetings of relevant developments
6. Enacting the decisions made at meetings
7. Preparing minutes of meetings for agreement by the relevant Committee Chair
8. Liaison with the Chair of Trustees, Chair of the Small Grants Committee and other Trustees to ensure the efficient and effective administrative functioning of the FSCT

**3. Representation**

1. Maintaining contact and exchange of information with relevant funding advisory bodies (e.g. Cumbria CVS) including attendance at the regional funding fairs

**4. Support the Scott Trusts**

1. To respond to reasonable requests to support the work of the Francis C Scott Charitable Trust and the Sir James and Lady Scott Trust as may be required from time to time
2. To be a supportive member of the staff team administering the work of all three Scott Trusts

*10.8.17*