



# The Chamberlain Highbury Trust

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NOVEMBER 2021

## ROLE DESCRIPTION FOR TRUST ADMINISTRATOR

<b>Post:</b>	Trust Administrator
<b>Working for:</b>	Chamberlain Highbury Trust
<b>Reports to:</b>	Chair of Trustees
<b>Location:</b>	Work from home/Highbury
<b>House of work:</b>	8 hours per week
<b>Pay:</b>	£12 per hour

### Background

The Chamberlain Highbury Trust was formed 6 years ago to lead on a project that is intended to lead to a major restoration of Highbury. We are a small, young and independent charitable trust, responsible for managing and making accessible the Grade II\* listed Venetian Gothic mansion and Grade II listed gardens that form the Highbury estate.

We have extended accessibility around the gardens with the benefit of grants from Historic England and the National Lottery Heritage Fund, and we have now obtained a development grant from the latter to prepare our project.

We have big plans for this Lottery-funded restoration project to fully deliver on our “public benefit” duty – welcoming more visitors, delivering on our youth leadership education ambition and providing start-up business spaces for local entrepreneurs.

### Purpose

The Trust Administrator will help the Trust Board maintain high standards of governance for the trust. This includes timely support for the Trust Board in terms of meetings (agenda and papers, venue arrangements, minutes) and procedures (openness and accountability, legal obligations, communications).

### Reporting to

This postholder will work with the Chair of the Trustees, who will advise, guide and supervise as necessary. The Chair of the Trustees will have oversight of the postholder’s activities.

### Pension

The post-holder will be an independent contractor and as such the Trust Board will not contribute additionally to a pension.

## **Key activities**

The key tasks for this post-holder will be to:

- Lead on the timely preparation and distribution of agendas, minutes, reports, guidance, draft and final proposals for the Trust Board's meetings, both Trust Board meetings and stakeholder engagement meetings and meetings with others
- Support the Company Secretary in drafting documentation required under Charities and Company law and carrying out all processes required by law including statutory returns to Companies House and the Charity Commission
- Support the Activities Planner in arranging and holding activities at Highbury including engagement with partners, stakeholders and attendees, fundraising, and helping with bookings, diary management, booking lists and communications for the activities where appropriate
- Help the individual Trustees carry out their roles and responsibilities, including the Treasurer in relation to managing, recording and reporting the Trust's finances, and including lead roles given them by the Trust Board, supporting the management of the Trust's paid workforce and volunteers, and collections, other assets and resources
- Uphold at all times the Trust Board's policies and practices, including in relation to data protection legislation and equality, diversity and inclusion
- Help with such other activities for promoting the trust, engaging with its Trustees, members, work team, volunteers, partners, stakeholders and members of the public and gathering feedback as the Trust Board shall require.
- Contribute to policy development and to induction, training and practical support for Trustees and the Trust's paid workforce and volunteers
- Lead for the Trust Board on maintaining the Trust's website and social media channels and ensuring their appropriate use by everyone authorised to operate them on the Trust's behalf
- Support the Trust Board and the Activities Planner in marketing and communications by website and social media channels, including manage mailing lists, update the website diary and events pages, and write scheduled social media posts
- Liaise with Civic Catering on room bookings and other arrangements for the hire of space for events and activities

## **General duties**

General duties will include:

- Ensure that appropriate levels of insurance are maintained, and that appropriate policies and procedures are implemented and regularly reviewed
- Co-operate with the Trust's Treasurer as required to ensure the good financial administration of the Trust.
- Attend board meetings of the Trust and other meetings of the Trustees, as a whole or as sub-groups, as might reasonably be required and preparing the minutes
- Assist the Trustees in the organisation and delivery of other meetings and events, for example stakeholder meetings, public meetings and open days
- Assist the Trustees in the procurement of professional services (where this is not explicitly within the remit of the Client Project Manager), for example legal or insurance services.

- Assist the Trustees, Client Project Manager in the procurement of specialist services, for example activity and interpretation planners, including advertising, organising selection and interviews, and drawing up contracts
- Provide such other assistance and advice to the Trustees as might reasonably be required.

### **Work performance**

The postholder will be an experienced facilitator who will actively seek to engage with the widest range of communities of locality and interest that have a stake in the estate's restoration.

Impassioned local people are a great resource to draw on for the intellectual capital they bring to a project as well as their willingness to raise funds, help deliver some of the work on the ground – be it related to the house, landscape or the activities programme - and act as ambassadors for the project within their communities.

Generally, the postholder will work from home, but some attendance at Highbury will be necessary.

The Trust Board's meetings may be remote and/or in person attendance; in the case of the latter, the postholder must attend in person at the meeting's location (usually Highbury).

The postholder must be able to arrange own transport and to have access to own laptop for work purposes.

The normal working hours will be 8 hours a week.

Additional services, agreed in writing between the parties, will be charged at an agreed day rate or at a fixed price, agreed in writing in advance of commencement.

Reasonable adjustments will be made for a postholder who has a disability or other reason for which adjustment is needed to help complete the duties.

## PERSON SPECIFICATION FOR TRUST ADMINISTRATOR

<b>Requirements</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
Education	Qualification to appropriate professional or vocational level and experience in a relevant field.	Project Management trained/accredited.
Work Experience	Experience of committee working, understanding law, standing orders and rules relating to running meetings	Experience of working in a small business or not-for-profit organisation involving decision making and monitoring.
Skills, Aptitudes, Knowledge	<p>Good at communicating, negotiating, and relationship building.</p> <p>Literate, numerate and confident with figures and the use of Microsoft Office.</p> <p>Familiar with website editing and use of social media, writing newsletters and using marketing tools.</p>	<p>An interest in Joseph Chamberlain, Highbury, visitor attractions and heritage.</p> <p>An aptitude for building and sustaining relationships with other organisations.</p>
Personal Qualities	<p>Self-sufficient with high level skills in multi-tasking and personal organisation.</p> <p>Positive, well organised and focused to work under pressure to meet deadlines – a finisher.</p>	<p>Resilient and ambitious for the organisation and its mission.</p> <p>Measured, balanced approach to business and life.</p>

	Reliable, tactful and firm.	
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-  @CHighburyTrust
-  ChamberlainHighburyTrust
-  The Chamberlain Highbury Trust
-  [www.chamberlainhighburytrust.co.uk](http://www.chamberlainhighburytrust.co.uk)
-  [chamberlainhighburytrust@outlook.com](mailto:chamberlainhighburytrust@outlook.com)



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