



AWARDS MANAGER

THE EWELME EXHIBITION ENDOWMENT

(Registered Charity No. 309240)

£40k per annum, pro rata – part time, 2 days/week (flexible, home working)

Job description

Are you the highly-organised, IT and data literate person we need to run our Grants and Awards Programmes?

The Ewelme Trust awards grants and bursaries to individuals and schools through their charity, the Ewelme Exhibition Endowment. The Trustees and Governors wish to appoint a 2 days a week dedicated Awards Manager. You will have the opportunity to make a real difference by establishing and managing a new digital-first online grants applications and administration system, and then manage the Grants and Awards Programme.

This will help us communicate much better; save administration time; and enable us to gather and analyse data more effectively, in order to establish whether we are targeting the beneficiaries we want. You will work closely with the Governors as they develop and implement The Ewelme Exhibition Endowment's strategic direction.

Underlying all of these developments, there is a core and key administrative job to be done in managing emails, grant applications, meetings, data analysis, and producing reports and communications. You need to be a self-starter, identifying, planning and completing your own workload.

More about the role

The Ewelme Exhibition Endowment does amazing work, giving awards to individuals with special talent and/or need, to help them make the most of their life chances - you can be part of that.

This is a really great opportunity to help us make a difference in modernising award-making, helping young people make a good start in life.

It's also flexible. The role is mainly home-based (we'll provide laptop and expenses for office consumables). We need 2 days of time a week, where it's mostly up to you how you fit that into your life, and with regular one-to-ones as appropriate. There will be scheduled meetings you have to travel to, from time-to-time.

It's a wonderful opportunity to work with the committed people who are our Governors, all volunteers giving their time willingly to help provide educational opportunities to young people in Berkshire, Buckinghamshire and Oxfordshire.

Important details

Salary FTE £40k per annum, pro rata. On part time, 2 days/week this is £16k.

If you are eligible, we will enrol you into the Government NEST pension scheme and pay pension contributions to the scheme at 5% of your salary each year.

Holidays – 30 days per annum, pro rata to the number of days worked. 2 days a week equates to 12 days' holiday.

How to apply

Please send your CV and a covering email, outlining how you meet the essential and desirable criteria (see below) to ewelme.exhibition@gmail.com

Closing date 15 March 2023.

Interviews will be held from the end of March 2023.

Appointment criteria: essential skills and/or experience

1. Strong organisation and administration skills with excellent IT skills, including Microsoft Office.
2. Data analysis / ability to use IT to accurately collect, analyse and manipulate data to inform decision making.
3. Strong oral and written communication skills.
4. Excellent interpersonal skills, with the ability to work sensitively with a wide range of people.
5. Effective collaborator with emotional intelligence; working well with others, both internally and externally.
6. Effective time management and prioritisation of workload to achieve agreed goals.
7. Driving licence and access to a car (meetings are not all in locations convenient for public transport).
8. Prepared to travel, and be readily accessible to the Trust's centre in Ewelme (OX10 6HU).

Appointment criteria: desirable skills and/or experience

1. Can work flexibly to reflect the demands and nature of the role and wider group of stakeholders.
2. Confident in management of bank payments.
3. Confidence in the use of Management Information Systems.