



Information For Applicants

Job Title: Grants & Administration Officer (Full Time, Permanent)

Location: St Osyth, Tendring, Essex/ Hybrid

Salary: £29,000 p/a (40 hours p/week FTE); permanent contract
Closing date for applications: 5pm, 24th May 2024

Form of Response: CV & covering letter

Contact: tenders@prioryeducationcentre.co.uk

About St Osyth Priory

St Osyth Abbey (originally and still commonly known as St Osyth Priory) was a house of Augustinian canons in the parish of St Osyth (then named Chich) in Essex, England in use from the 12th to 16th centuries. Prior to the Reformation, it was the third wealthiest abbey in the country. After falling into private ownership by the Darcy family following the reformation, the abbey was severely damaged in the English Civil War, and the house and 6,800-acre estate were owned privately throughout its history.

The house was requisitioned during the Second World War and then sold in 1948 to the Loyal and Ancient Order of Shepherds who founded a convalescent home here. Five parts of the priory are Grade I listed buildings. In 1954 Mr Somerset de Chair, a popular novelist and MP, purchased the property, allowing the convalescent home to remain in the main building for many years (closed in 1980), and converting the Gatehouse into a separate residence. De Chair developed the gardens and opened the property to the public. He also gradually sold off parts of the estate and allowed large-scale gravel extraction to disfigure much of the surrounding landscape. After his marriage in 1974 to Lady Juliet Wentworth Fitzwilliam, the Wentworth Woodhouse art collection, which she had inherited, was displayed here. On de Chair's death in 1995 the property was put up for sale by his widow, and it was eventually purchased by the present owners, the Sargeant family, in 1999. It is part of the Historic Houses Association but is privately owned by the Sargeant family.

The site is now used for events, occasionally open for walking tours, and there is an Education Centre on-site that welcomes school visitors to the site.

St Osyth Priory is an exceptional collection of heritage assets comprising 16 separate Grade I, II* and II listed buildings set within a Grade II registered historic park and garden. The vision for this mesmerising collection of buildings and landscape, is to fully revitalise and restore the historic assets to their former glory. By utilising many different options, the estate will have a new long-term and viable future that engages with the community and brings new economic prosperity to the local area.

The St Osyth Priory & Parish Trust were formed to restore selected buildings on the site, with a view to them then being leased to private operators as a source of income. The first phase of works are concentrated on the restoration and conversion of the Grade II* Tithe Barn and Grade II Old Dairy. The vision is that these buildings will deliver a wedding and venue that can be leased and potentially run by a private operator - with the buildings used by the community to meet the Trust's charitable purposes when not rented out commercially.

The Trust is aiming to apply to the National Lottery Heritage Fund in February 2024 for a circa £4.5M grant to transform the buildings for this new purpose and seeks support from a Grants and Administration Officer to develop, manage and deliver the Trust's matchfunding strategy and manage the successful grants, and to undertake administrative duties for the Trust. Should the February 2024 application be unsuccessful, the post will remain permanent to continue with fundraising activities and to support the potential future reapplication to the NLHF for the major grant.

Job Description

Job Title: Grants and Administration Officer (Full Time)

Location: St Osyth Priory, Essex

Reports To: The Chair of Trustees

Job Purpose: This post will play a key role in assisting in the development, management and delivery of St Osyth Priory & Parish Trust's fundraising strategy: particularly in securing matchfunding as we embark on a major programme of capital works to the Tithe Barn and Old Dairy. They will develop the matchfunding strategy and pipeline, proactively looking for opportunities, and build relationships with funders, as well as supporting the Trust with administrative support that includes but is not limited to grant management and reporting. In the future, this will also involve a future wave of fundraising for the Grade I listed Abbott's Tower and Grade II listed Cart Lodge, with the aim of bringing these important historic buildings back into meaningful and sustainable use as part of the Trust's work.

Overview

Working closely with the Board of Trustees and the Project Manager (once appointed as part of the NLHF-funded project), this role will include supporting a range of projects across a wide spectrum of fundraising mechanisms including: donor engagement and development; fundraising in line with the strategic objectives; community fundraising; events; commercial marketing and creating any Gift Aid opportunities from events.

Coworking and collaboration with the Project Manager for the fundraising strategy and implementation will be required to ensure that funding is in place to support the capital programme, rollout the supporting activity plans and the day-to-day running of the Trust. You will also be required to support funder reporting and the development of the Round 2 NLHF Application.

General Tasks

Fundraising Strategy

Your core role will be to provide support to the Trust on the following key strategic projects:

1. Development of a fully integrated Fundraising Strategy for St Osyth Priory - including ongoing funding of the Tithe Barn and Old Dairy project.
2. Developing a fundraising strategy and making applications to raise funding for The Cart Lodge and Abbott's Tower as part of a future wave of works.
3. Proactive building of funding pipeline and opportunities.
4. Creating, writing, submitting and managing the creation of funding applications.

5. Responsible for Funder reporting, evaluation and funding management.
6. Providing updated financial information to assess and monitor impact and cash flow projections.
7. Working with the Trust to ensure that fundraising strategy meets priorities and supports the business plan.
8. Develop a strategy to maximise giving opportunities across all activities and events, including community giving and Gift Aid.
9. Ensure that all funder deadlines and grant condition requirements are met.

Communications

1. Responsible for planning and creation of all mass electronic communication sent to stakeholder groups and Trustees regarding funder updates.

Donor Relationships

1. Assist in establishing set donor management processes
2. Assist in developing donor journeys
3. Support the development of a new CRM database

Develop and implement a community fundraising strategy

1. Help us develop exciting new creative community fundraising strategies through developing resources, engaging volunteers and building relationships with local groups and organisations.

Assist in establishing additional sources of funding

1. Support the development of a Major Donor strategy.
2. Support the development of events fundraising.
3. Explore new and alternative sources of funding.
4. Any other duties as may be reasonably requested.

Coordinating Trust sign-off

1. Work as part of the management team of St Osyth Priory & Parish Trust contributing to business planning and budgetary processes to ensure successful Trust sign off.

Administration (2 days p/week)

1. Oversee the day-to-day running of the Trust.
2. Keep appropriate records and meeting minutes and liaise with Trustees to ensure actions from Board meetings are followed up and implemented.

3. Manage website and Social Media administration .
4. Administer payments and invoices and liaise with the Treasurer for payments.
5. Support the Education Manager in organising any Trust events.
6. Diarise and coordinate regular Trustee and Working Group meetings, keeping minutes and actions arising.
7. Support the Secretary on the annual audited accounts.
8. Communicate and correspond with community organisations, and support the Education Manager in promoting the schools and outreach programme

Other duties:

1. Work unsocial hours from time to time as may be appropriate and reasonable, in line with programmed events, in order to effectively and efficiently deliver the Project and your role.

Other

1. Attend and participate in training courses as directed.
2. Maintain confidentiality at all times.
3. Take a positive and active part in the appraisal/review system.
4. Uphold and have sympathy for the Trust's vision and values.
5. Ensure awareness and observance of policies and procedures.
6. Any other duties necessary for the smooth running of St Osyth Priory & Parish Trust.
7. This job description will be subject to regular review and amended if necessary to meet changing needs.

Person Specification

General (Preferred)

1. Demonstrable track record of fundraising success
2. Experience of the heritage sector
3. A proactive communicator with experience of board, public and stakeholder engagement at both community and strategic level.
4. Enthusiasm for working with local communities including volunteers, heritage enthusiasts, schoolchildren, and creative people.
5. Ability to work without supervision, use initiative where required and work under pressure.
6. Experience of project reporting and evaluation.
7. Experience in previous NLHF-funded projects would be desirable.
8. Strong organisational skills

Skills

1. Knowledge of MS Office Suite / Google Docs
2. Setup and management of a funding database
3. Knowledge of slide-deck software, such as Google Slides or Powerpoint
4. Good verbal and written communication skills.
5. The ability to work well as part of a team
6. The ability to communicate to Board level
7. Thorough attention to detail.

Other

1. To represent the Trust and develop relationships with key partners and external organisations.
2. To contribute to the development of fundraising initiatives across the Trust and ensure our charitable work is well articulated and communicated.
3. Support and be involved in engagement activities with our communities and staff.
4. To carry out such duties as may be required from time to time by the Trust that are appropriate to the grade of the post.
5. To support the smooth running of the Trust through administrative tasks

6. To respond to and direct enquiries to the Trustees or staff teams

Line Management

1. To ensure that sound management practice is adhered to.
2. Challenge poor performance on the part of staff and volunteers.

Development

1. Attend and participate in regular one-to-one line management supervision meetings and an annual appraisal.
2. To be responsible for own personal and professional development, to actively participate in identifying training needs and to be willing to undertake training where a need has been identified and agreed with the line manager, to ensure that an effective service is provided.
3. To maintain knowledge and keep abreast of change in policy, practice and relevant funding and reporting legislation and inform the line manager of these changes.

Projects

1. To undertake from time to time as required work that may not fall under any of the tasks listed above.

Communications

1. To advise and report to the Board and Committees. Ensuring all meetings are serviced adequately, raising matters of concern, working with the Project Board and Trustees to develop further funding support as required.
2. Where required, input into project working groups to support wider organisational objectives.
3. To capture and share meeting minutes and ensure follow up actions are flagged to responsible parties in advance of subsequent meetings

Performance Management

1. To actively take part in required mandatory training
2. To operate within clear professional boundaries.
3. To operate within the Behaviours Framework embedded across the organisation.
4. To show empathy and situational awareness.

Involvement

1. To actively encourage a culture of involvement and inclusion.
2. As required, engage in wider involvement opportunities and activities.

Equality and Diversity

1. To act in accordance with the Project's equality, diversity and inclusion policy and procedures, to ensure that the organisation is compliant with legal and regulatory requirements.

Values

1. To ensure all policies, procedures and working practices within the service area support the values of the organisation.

Terms and Conditions

Pay:	£29,000 per annum (Full Time)
Hours:	40 hours per week; it is anticipated that 3 working days will be spent on Fundraising tasks, and 2 working days spent on Administrative duties
Contract:	Permanent
Shift Pattern:	Weekdays as agreed
Annual Leave:	25 Days plus Bank Holidays
Notice Period	3 months
Conditions of Appointment:	Satisfactory references and satisfactory DBS check. This post is subject to a 3-month probationary period.

Sites:	Based at St Osyth, Essex; home working may be agreed for some of the working week.
Unsocial hours Risk	<p>The post holder will be expected to work occasional evenings and weekends, in line with potential fundraising events.</p> <p>The post holder works in a public environment so the potential risk is assessed as being low to moderate.</p>