

GRANTS ASSISTANT

The Wolfson Foundation is one of the UK's largest funding charities, awarding grants to support excellence in the fields of science, health, education and the arts & humanities. The Foundation manages an endowment of some £850 million and allocates over £30 million each year in grants across a range of funding themes.

An exciting opportunity has arisen to join the staff of the Wolfson Foundation in the position of Grants Assistant. This role will provide support primarily to the Programme Manager (Arts, Humanities and Schools) and as required to the Head of Grants & Policy as part of a small grants team. It will work across a wide-range of the Foundation's grant-making but focus particularly on the *Arts & Humanities* and *Schools* programmes. The role will also include supporting the administration of a sister charity, the Wolfson Family Charitable Trust.

The successful applicant will have a high level of spoken and written English, excellent administrative and communication skills, a high level of attention to detail, and the ability to prioritise tasks in a busy office. Good IT skills are essential, and previous experience of using a database would be an advantage.

The role requires an individual who is personable and professional. They must be able to work both independently and as part of a small team. The role also requires a high level of discretion in handling sensitive information. Enthusiasm for the activities undertaken by the Foundation and the Trust – and the sectors they support – is essential.

The successful candidate will start in mid-July (or as soon as possible thereafter), and the hours will be Monday-Friday 9.30am-5.30pm (or equivalent). The role is based at the Foundation's office in London.

Applications should be made by email (attaching a cover letter addressed to the Chief Executive and a CV) to: jobs@wolfson.org.uk by **10am on Thursday 6 July**. Further details, including remuneration, will be discussed at interview. It is likely that interviews will take place on 12 or 17 July.