

## Grants Assistant, Wolfson Foundation

The Wolfson Foundation is one of the UK's largest funding charities, awarding grants to support excellence in the fields of science and medicine, health & disability, education and the arts & humanities (see [www.wolfson.org.uk](http://www.wolfson.org.uk)). The Foundation manages an endowment of some £800 million and allocates about £30 million each year in grants across a range of funding themes.

An exciting opportunity exists to join the staff of the Wolfson Foundation as a Grants Assistant. This role will provide support to the Programme Manager (Science) and the Head of Grants & Policy as part of a small grants team. It will work across all elements of the Foundation's grant-making but focus particularly on the *Science & Medicine* and *Health & Disability* themes (see [www.wolfson.org.uk/funding](http://www.wolfson.org.uk/funding) for more information) The role will also include responsibility for payment of grants and management of a specialist grants database.

The role may be an ideal position for someone at the start of a career in the charity or philanthropy sectors. The successful applicant will have a high level of spoken and written English, excellent communication skills and attention to detail and the ability to prioritise tasks in a busy office. Excellent IT skills are also essential and experience using databases is desirable. They will also need to be personable, well presented and able to work as part of a small team. The post requires a high level of discretion in handling sensitive information. An enthusiasm for the work of the Foundation - and the sectors it supports - is essential. A particular interest in science and/or health related issues may be an advantage.

The appointment will commence from February 2018 and the hours will be 9:30am - 5:30pm Monday to Friday. Applications should be made by email (attaching a cover letter addressed to the Chief Executive and a CV) to: [jobs@wolfson.org.uk](mailto:jobs@wolfson.org.uk) by 1pm on Wednesday 10 January 2018. Further details, including remuneration, will be discussed at interview. Interviews will take place on Monday 15 January 2018. The Foundation is able to offer a competitive remuneration package, including private health insurance and pension contribution. This will be discussed further at interview.