

## GRANTS ASSISTANT

### Job advert

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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 over £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 primarily to the Programme Manager (Arts, Humanities and Schools) and as required 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 *Arts & Humanities* and *Schools* themes (see [www.wolfson.org.uk/funding](http://www.wolfson.org.uk/funding) for more information). The role may occasionally include some support to the administration of a sister charity, the Wolfson Family Charitable Trust.

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 some office experience 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 the arts and/or education related issues may be an advantage.

The appointment will commence at the end of August (or as soon as possible after) and the hours will be 9:30am – 5:30pm Monday to Friday. The role is based at the Foundation's office in central London. Further details, including remuneration, will be discussed at interview. The Foundation is able to offer a competitive remuneration package, including private health insurance and pension contribution.

Applications should be made by email, attaching a cover letter outlining why you are interested in and suitable for the role and a CV, to: [jobs@wolfson.org.uk](mailto:jobs@wolfson.org.uk) by **10am** on **Wednesday 4 July 2018**. Interviews will take place on Thursday 12 July 2018.