

N U F F I E L D T R U S T

FOR THE FORCES OF THE CROWN

(Registered Charity No: 210829)

The Trust finances recreational and welfare amenities and facilities that are likely to be of lasting benefit to the Armed Forces but which are not provided by public funds and which are beyond the resources of other non-public fund

1. Job Title

General Secretary

2. Reports to

The Board of Trustees

3. Introduction

The job involves working from home as a sole employee with the minimum of direction and therefore requires a high degree of self-motivation.

4. Principal Responsibilities

To ensure the proper execution of the Board of Trustees' policies and guidelines and to advise and inform the Board on all matters relevant to the Trust.

To undertake all administrative duties in support of the Board and the day to day running of the Trust

To have full financial responsibility for the day to day administration of the Trust and for the maintenance of accounts to statutory requirements.

To disburse grants and allocations made by the Trust and to exercise control or oversight of recipients' grant-making activity.

To maintain currency in and to carry out constitutional and legal obligations of the Charity.

To foster good relationships with the Armed Services in order to facilitate grant applications to the Trust and to maintain currency in evaluating their requirements for Trust support.

To develop policies and procedures to maximize the effectiveness of the Trust's grants for the benefit of those serving in HM Armed Forces.

5. Required Experience

A broad knowledge, at a senior level, of the Services' welfare needs and means of funding recreational facilities.

High level oral and written briefing experience.

Sufficient computer and keyboard skills to be able make the best use of Microsoft Office and accounting software

A sound knowledge of civilian accounting practices and the Charity Commission Statement of Recommended Practice (SORP) to allow the incumbent to keep the required accounts and records.

6. Conditions of Service

Employment will be on the basis of a 'one year rolling contract' running from April to April for an average of 4 working days per week and 22.4 days annual holiday entitlement. This contract will include the following benefits:

- 6.1 A competitive salary
- 6.2 A pension fund or contribution in lieu.
- 6.3 Death in office cover of up to 4 times salary.
- 6.4 Private Health Insurance.

GENERAL SECRETARY – NUFFIELD TRUST FOR THE FORCES OF THE CROWN

The Nuffield Trust for the Forces of the Crown is an unincorporated charitable trust endowed by Lord Nuffield in 1939 to provide recreational facilities to the Armed Forces.

The current General Secretary to the Trust will retire on 31st March 2018 and the Trustees seek to recruit a replacement to be in post on 1st March 2018.

The attached Job Specification sets out the requirements and the terms and conditions of the post. Further information on the Trust can be found at www.nuffieldtrust.org and on the Charity Commission Website under Charity Registration Number 210829.

If you are interested in applying for this position, please send a CV (of no more than 2 pages) and a short supporting statement setting out what you believe you can bring to the Trust to the General Secretary by 31st May 2017 at:

general.secretary@nuffieldtrust.org

or

Nuffield Trust for the Forces of the Crown, 23 Estcourt Road, Gloucester GL1 3LU