

Title: Trust Administrator (part-time; fixed term of one year in the first instance)

Hours: 8 hours per week, worked flexibly by agreement with the trustees

Salary: £29,245 (based on a 40-hour work week)

The Hope Trust Oxford

The Hope Trust Oxford exists to reach out into marginalised and deprived areas in Oxford with the hope of the gospel. It has a close partnership with St Ebbe's Church and started a CAP Debt Centre based at St Ebbe's in 2020. For more information, please visit www.thehopetrustoxford.org.

The Role

We are seeking a part-time Trust Administrator to assist the running of the trust. This is a key position within the trust, assisting the trustees in the oversight of the trust's financial and governance matters, identifying and leading fundraising initiatives, and helping maintain relationships with crucial partners in the charity's work. The Trust Administrator will work with all the trustees but will be supervised by the Chair of Trustees.

Job Description

Specifically, the Trust Administrator will need to:

- Show initiative in identifying new fundraising opportunities and taking the lead on writing grant proposals;
- Communicate with donors and grant-making bodies, providing updates, reports, and thank you messages, as appropriate;
- Assist the trustees in organising occasional fundraising events and prayer meetings, which will often be run out-of-hours (on evenings or weekends), by prior agreement;
- Assist the trustees in overseeing the trust's HR, including handling confidential employee paperwork, safeguarding policies, health and safety documentation, and relevant employer liability insurance;
- Help the trust and the St Ebbe's CAP Debt Centre with recruitment, as necessary;
- Liaise with the St Ebbe's CAP Debt Centre about payroll, marketing, or expenses, as needed;
- Assist the trustees in preparing routine financial documents;
- Maintain all important documentation for the trust through Sync software;
- Under appropriate direction, prepare regular reporting documents for the Charity Commission;
- Assist the trustees in organising any governance matters regarding the trust, including handling new trustee documents and maintaining memoranda of understanding with relevant partners;

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Registered charity number: 1190127. 1-2 Roger Bacon Lane, Oxford, OX1 1QE.

info@thehopetrustoxford.org

- Help organise trustee meetings;
- Attend monthly trustee meetings, taking minutes and then circulating them to the trustees for approval;
- Efficiently handle any incoming communications to the trust by post or email;
- Help coordinate and manage relationships with key partners (including St Ebbe's CAP Debt Centre, CAP Headquarters, St Ebbe's Church, grant-making bodies, and donors);
- Maintain the Hope Trust website;
- Take responsibility for other administrative tasks as and when they arise.

Necessary Criteria

- Adherence to St Ebbe's Statement of Faith (<https://stebbes.org/what-we-believe/>);
- An interest in exploring new fundraising opportunities;
- The ability to take the lead on finding appropriate grants to which the trust may apply, and initiative in writing and submitting applications;
- Self-motivation and self-direction in identifying work that needs to be done;
- Excellent interpersonal skills;
- Strong administrative skills;
- Excellent attention to detail;
- A strong understanding of financial documents and how to prepare them;
- A good understanding of basic employee, HR, and legal documentation;
- Good IT skills, including the ability to use the Microsoft suite (including Excel), Sync, and basic website management software (Wix);
- A certain flexibility about when hours are worked, when discussed ahead of time and agreed with the trustees.

Desirable Criteria

- Fundraising experience;
- Administrative experience;
- Experience working with trusts.

Additional Information

Pension contribution: 10%

Annual Leave: 33 days per annum (pro rata)

Line Manager: Chair of Trustees

Place of Work: largely flexible, but with attendance at monthly trustee meetings in Oxford, as necessary, and at fundraising events, as agreed with the trustees.

Application

Please send a current CV and a covering letter to info@thehopetrustoxford.org before 5pm on 17 July, 2026. On your CV, please list the name of one referee who could provide support for your application. This reference will only be contacted if you are shortlisted for the position.

We look forward to receiving your application.

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