



# The True Colours Trust

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True Colours Trust Administrator  
Candidate Pack



# ABOUT THE TRUE COLOURS TRUST



The True Colours Trust is an independent funder working in the UK and Africa. Established in 2002, we work on three main areas:

- **Improving access to palliative care for babies, children and young people in the UK;**
- **Enabling disabled children and young people to live their lives to the full;**
- **Improving access to pain relief and palliative care in Africa.**

We are a small staff team which works to deliver excellent grant-making, working closely with trustees and partners and listening to those with lived experience to design and deliver projects. We understand the importance of long-term commitments and build strong relationships with our partners to ensure that our work results in real change.

Our founding vision is to see a world in which everyone, wherever they live and whatever their age, is able to access good palliative care, and disabled children and young people are able to live their lives to the full.

## The Role

This is a varied, fast-paced and rewarding role which provides real opportunities to learn about the charitable sector as a whole and grant-making in the UK and Africa.

As part of a small staff team, the Trust Administrator works closely with the Trust Executive to directly support trustees, grantees and applicants, ensuring that True Colours' charitable purposes are delivered professionally and effectively, while also maintaining the friendly and approachable nature of the Trust.

**Employer:** The Sainsbury Family Charitable Trusts

**Location:** The Peak, 5 Wilton Road, London SW1V 1AP. We generally expect staff to work from the office for at least three days each week.

True Colours is one of The Sainsbury Family Charitable Trusts, a group of 17 independent grant-making trusts, all established by members of three generations of the Sainsbury family. The trusts support a wide range of charitable causes and provide one of the leading examples of sustained philanthropy in Britain. The SFCT office employs around 90 people.

**Starting salary:** c. £34,165 - £36,952 depending on skills and experience, scope for further pay progression.

**Reports to:** True Colours Trust Executive

## Duties and Key Responsibilities

### Operational

- Supporting the Trust Executive with the grant-making process, from application, through grant award, to the completion of funded projects. This includes supporting the Trust Executive to undertake due diligence on applicants and to produce papers for trustee consideration; attending trustee meetings and minuting decisions; entering grant information on the grant-management system and producing grant award documents. In addition, it includes maintaining oversight of progress on grants and flagging due payments and reports.
- Managing the applications to True Colours' Small Grants programme, answering questions from applicants and ensuring good and timely communication with all applicants. This includes undertaking a first review of all applications, to remove any applications that do not fit True Colours' priorities.
- Identifying and implementing new processes or approaches to True Colours' operations as needed to improve systems and efficiency of the team.
- Ensuring the smooth running of all aspects of True Colours' administration, managing competing and changing priorities, taking initiative and responsibility for outputs.

### Communications

- Maintaining True Colours' social media presence and ensuring its website is up to date, with support from the Trust Executive.
- Writing and editing a diverse range of documents including website copy.
- Ensuring that information on True Colours' new grants is uploaded to 360 Giving.

### Additional responsibilities

- Managing diaries, arranging meetings, completing expenses, drafting letters.
- Arranging international and domestic travel for the Trust Executive.
- Ensuring compliance with all SFCT guidelines including travel and security.
- Acting as GDPR Champion for True Colours, ensuring compliance with GDPR.
- Providing general office support when required.
- Supporting and promoting diversity and equality of opportunity in the workplace.
- Working collaboratively with others in all aspects of SFCT's work.

## Person Specification

### Skills & Abilities

- Oral and written fluency in English.
- Excellent written communication skills and the ability to understand and distil complex issues and ideas into concise written summaries.
- Excellent interpersonal skills – the ability to communicate effectively and appropriately with a wide variety of stakeholders at every level.
- Ability to exercise a good degree of responsibility, initiative and independence.
- Ability to develop effective relationships with colleagues and external agencies.
- Sensitivity to deadlines and excellent time management, with the ability to manage a substantial workload and competing priorities, operating in a rigorous and efficient way, while maintaining careful attention to detail.
- Familiarity with data protection.
- Ability to remain empathetic but objective when working on subject matter which may be upsetting.
- Good typing and formatting skills.

### Experience

- Demonstrable experience in support roles with the proven competence to deal confidently with a variety of tasks, manage competing priorities, undertake complex administration and keep strictly to deadlines.
- Experience of databases and systems used to manage contacts and information.
- Familiarity with maintaining websites and a social media presence.

### Personal Attributes and other requirements

- Empathetic, compassionate, level-headed and good humoured with an ability to work sensitively and courteously with people at all levels from all backgrounds.
- Pro-active, able to exercise good judgement, discretion and to respect confidentiality.
- Highly self-motivated and resilient.
- Empathy for the goals of True Colours.
- High level of integrity.
- Active and self-led learner who keeps abreast of developments.
- Methodical but also flexible in approach to work and duties; a team player who is willing to help other members of the team.
- Committed to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.
- Equally comfortable taking on both demanding and routine tasks.
- Punctual.
- Able to work some evenings, weekends, and out of hours from time to time.

### Knowledge & Expertise

- High level of proficiency in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat with ability to grasp unfamiliar IT/digital systems quickly.

### Interests

- A personal interest in palliative care and / or disability, and in the work of charities would be an advantage.



## How To Apply

SFCT is committed to creating an inclusive environment, promoting equality, valuing diversity, and combating unfair treatment at recruitment and during employment. We believe that effective recruitment is about finding the right people for our current and future needs – people who have the right mix of skills at the right level and who will contribute positively to the life of our organisation and its future development. We want to make sure that we always recruit the best person for the job in a way that is fair and equitable and demonstrates our commitment to valuing diversity at all stages of our recruitment process.

**To apply for this post please follow this link:**

[True Colours Trust Administrator - The Sainsbury Family Charitable Trusts - Applied \(beapplied.com\)](#)



## Timeline

**Closing date for applications:** Monday 22 November 12 noon

**First round interviews:** w/c 22 and 29 November

**Final interviews:** w/c 13 December

