

Pebble Trust Administrator Job Description

Background

The Pebble Trust is a Scottish Charity which was established in 2014 by Penny Edwards and Martin Sherring using family legacy funds. The fund will soon stand at about £2 million. The Pebble Trust provides grants that contribute towards a more sustainable, equal and low-carbon society, where constraints on fossil fuels lead to a more localised economy with stronger, more resilient, communities, and where human activities take account of climate change and the wider environment.

The Trust has 6 Trustees, with a range of relevant expertise, who are responsible for the running of the Trust and grant aid decisions. Details of the Trustees can be found on the Pebble Trust web site www.thepebbletrust.org.

The Pebble Trust supports projects in the Highlands and Islands of Scotland. Grant applications can be accepted from charities, community groups, businesses or individuals, provided they can demonstrate that the expected outcomes contribute to the Pebble Trust's vision, meet its [charitable objectives](#) and benefit the wider community.

The Pebble Trust sometimes develops its own projects where it identifies key opportunities for progress which it believes it can assist with and that are not being addressed. It also occasionally supports exceptional projects that have an impact across the whole of Scotland. The Pebble Trust is currently receiving an average of one application per month. It is also proactively developing a guide to the sustainable renovation of existing homes in partnership with John Gilbert Architects and the Scottish Ecological Design Association (SEDA).

To date all admin tasks have been undertaken by Trustees in a voluntary capacity. With a recent injection of funds and a growing profile this is no longer possible and we are looking to contract a part time administrator.

Role of Pebble Trust Administrator

The Administrator will become an important part of the Pebble Trust team and will work closely with Trustees. He or she will assist the Trustees in the general administration of the Pebble Trust. The main areas of work will be the administration of grants, assistance with organising and supporting Trustee meetings, undertaking administrative tasks related to special projects and assistance with publicity.

Applicant profile

The successful applicant will have the following attributes:

1. A personal commitment to sustainable lifestyles and low carbon living
2. Someone willing to work from home and often on their own
3. A self-starter - someone who will spot opportunities, get support from Trustees and follow through
4. Great organisational and administrative skills and an aptitude for efficiency

5. Sufficient IT skills to meet the job description. The Pebble Trust currently uses Excel, Word, Dropbox, Spanglefish web design and Facebook
6. An enthusiast and an excellent communicator

Duties

1. General Administration
 - a. Manage the Pebble Trust email box
 - b. Follow up actions agreed at trustee meetings
 - c. Assist in the management of the Pebble Trust web site and other promotional work
2. Grant applications management
 - a. Do first sift of applications
 - b. Check eligibility
 - c. Check all basic information is present
 - d. Forward valid applications to Trustees for assessment
 - e. Liaise with applicants with regard to any Trustee queries
 - f. Collate Trustee and applicant responses and make a brief report to the Trustees
 - g. Administer offer letters and acceptances
 - h. Advise Trustees when grant payments are due
 - i. Administer grant applications / grant management database
 - j. Collect project reports from grant recipients
3. Special Projects
 - a. Assist with administration of special projects as required
4. Trustee meetings
 - a. Set up and administer Trustee meetings
 - b. Attend meetings and assist the Trustees

Job Management

- The Administrator will be self-employed and will be contracted to undertake this role. They will be responsible for their own NI contributions.
- The contract will be for one year and renewable subject to good performance.
- The contract managers will be Martin Sherring / Penny Edwards.
- The Administrator will work from their own office.
- The Administrator will be expected to travel to Trustee meetings and possibly to meet some applicants. The Pebble Trust will meet travel expenses. In all travel arrangements, consideration will be given to sustainability of transport method.
- An hourly rate of £15 will be paid for work undertaken. A minimum of 14 hours per month is offered in the first instance but it is likely that hours will be higher.

Office and Equipment

The successful candidate will provide their own office space, computer, printer and mobile phone. They will live within a 15 mile radius of a line between Inverness and Culbokie and must be willing to travel to both for meetings.

Applications

Applications should be made by e-mail to info@thepebbletrust.org . You should specify:

- Why you are interested in the contract
- What you will bring to the role
- Examples of the experience you have of the kinds of tasks you would be expected to do.
- Any other information that you think we will find useful

The deadline for applications is 30st November 2018.