Job Description: Trust Support Officer

Part-time | 3 days (22.5 hours) per week | Ealing, West London

About the Marr-Munning Trust

The Marr-Munning Trust is an independent grant-making trust supporting charitable projects in the Indian Subcontinent, South East Asia and Sub-Saharan Africa.

The Trust aims to make a real difference to the lives of people in some of the poorest communities in the world, with a focus on long-lasting solutions rooted in the communities themselves.

The Trust currently focuses its support on education and livelihoods programmes and works with registered, independent charitable organisations and not-for-profit organisations that share its aims and values.

Role overview

Job title	Trust Support Officer
Reports to	Trust Director
Working with	Trustees, grantees and applicants, property managers, the Trust's accountant and other external advisers and service providers
Hours	22.5 paid hours per week, normally worked over 3 days (based on a 37.5-hour full-time week)
Location	Primarily in person at the Trust's office in Ealing, West London, with up to 1 day per week worked from home after successful completion of probation, by agreement.
Contract type	Initially a 1-year fixed-term contract, with a realistic possibility of continuation beyond the initial term, subject to the Trust's needs and a review of the role.
Salary	£29,000-£32,000 full-time equivalent; £17,400-£19,200 per annum pro rata for 22.5 hours per week, depending on skills and experience.
Pension	Workplace pension with auto-enrolment contributions at statutory minimum rates
Holiday	25 days per year full-time equivalent, pro rata to 15 days for 3 days per week, plus bank holidays pro rata

Purpose of the role

The Trust Support Officer will play an important part in the day-to-day work of the Trust, as part of a small team supporting organisations to improve education and livelihoods in communities across Asia and Africa.

It is a varied, hands-on role combining practical responsibility with the opportunity to work closely with the Director, Trustees, grantees and other organisations connected with our work. The postholder will provide support across grants, administration, finance, governance and communications. Training and guidance on the Trust's systems and processes will be provided.

Key responsibilities

Grant application and grantee support

- Assist with processing and organising grant applications and organisational profiles.
- Maintain accurate records of applications, grants, grantees and related correspondence in Salesforce and related systems.
- Work with the Director to communicate with grantees and provide a professional and supportive service.
- Manage grantee bookings and access to the Trust's office facilities.

Administration, finance and office support

- Provide general administrative and operational support across the Trust's work.
- Assist with diary coordination, meeting preparation, document production and document management.
- Maintain well-organised electronic and paper filing systems.
- Undertake accurate data entry and record keeping across the Trust's systems.
- Support routine finance administration, including maintaining payment schedules, preparing payment information and liaising with the Trust's accountant where required.
- Help keep the Trust's website and other routine communications up to date.
- Support the administration of the Trust's freehold property interests and liaise with property managers and other external advisers as required.

Governance and wider support

- Assist with the preparation and administration of trustee meetings, trustee training and events.
- Help prepare papers, summaries and information for the Director and Trustees.
- Attend and support occasional trustee meetings held in the evening, with reasonable notice.
- Communicate and work effectively with Trustees and external contacts on behalf of the Trust.
- Assist with other tasks that may arise within a small grant-making trust.
- Work flexibly and collaboratively, taking responsibility for agreed tasks and priorities.

Person specification

Relevant experience and capability matter more to us than formal educational qualifications. We are interested in your practical skills, judgement and what you can bring to the role.

Essential

- Previous experience of administrative or office-support work, with evidence of managing routine tasks accurately and reliably.
- Good working knowledge of Microsoft 365 or comparable office software, including Outlook or email, Word or document production, Excel or spreadsheets, shared filing systems and online meeting tools.
- A good standard of spoken and written English, with the ability to communicate clearly, professionally and appropriately with different audiences.
- Strong organisational skills, with the ability to prioritise work, meet deadlines and keep accurate records.
- Good attention to detail and confidence working with data, documents and routine financial information.
- The ability to work independently, use initiative appropriately and ask for guidance when needed.
- A collaborative and flexible approach suited to working in a small organisation and with Trustees and external contacts.
- An interest in the work of the Marr-Munning Trust and the organisations we support.
- Able to work primarily in person at the Trust's office in Ealing and attend occasional evening Trustee meetings with reasonable notice.

Helpful but not essential

- Experience in a charity, grant-making organisation, membership body or other not-for-profit setting.
- Experience of maintaining a website or updating online content.
- Experience of finance administration, grants administration, governance support or property administration.
- Experience using a CRM, grants-management database, Salesforce, SharePoint or comparable systems.

Working arrangements and remuneration

The role is for 22.5 paid hours per week, normally worked over 3 days. It is primarily based at the Trust's office in Ealing, West London, and worked in person. After successful completion of probation, the postholder may work from home for up to 1 day per week, by agreement with the Director and subject to the operational needs of the Trust.

The role is being offered initially on a 1-year fixed-term basis. There is a realistic possibility that it could continue beyond the initial term, but this will depend on the Trust's needs and a review of the role and is not guaranteed. The salary is £29,000-£32,000 full-time equivalent, which is £17,400-£19,200 per annum pro rata for 22.5 hours per week, depending on skills and experience.

Benefits

- Pension: Eligible employees will be enrolled into a workplace pension in line with auto-enrolment requirements. Contributions will be paid at the statutory minimum rates.
- Holiday: 25 days' annual leave for a full-time role, pro rata to 15 days per year for a 3-day-per-week role, plus bank holidays pro rata.

Equal opportunities and right to work

The Marr-Munning Trust is an equal opportunities employer and welcomes applications from people of all backgrounds. We want applicants to be able to participate fully in the recruitment process and will make reasonable adjustments where appropriate.

If you need a reasonable adjustment or an alternative accessible format at any stage, please contact recruitment@marrmunningtrust.org.uk. You do not need to provide medical or diagnostic information.

Applicants must have the right to work in the UK. The Trust is not currently able to sponsor a work visa for this role. Evidence of the right to work will be required before employment begins.

How to apply

Applicants should submit a CV and complete the online application form through the Trust's website. No cover letter is required and applicants should not send one separately. Applications close at 9.00am (UK time) on Monday 14 December 2026.

A note on your application

We want to hear about your own experiences, examples and reflections. Please do not use AI or other tools to generate the content of your answers. You may use tools to help with spelling, grammar or presentation, but the substance of each answer should be your own.