



The Charles Plater Trust

Vacancy: Grants Administrator (Part-time)

JOB SPECIFICATION

Terms and Conditions Summary

- Location: Home working with occasional team days in London (Victoria)
- 14 hours per week (0.4) with flexible hours to be arranged.
- Contract: Permanent.
- Salary range: £26,000 – 28,000 pro rata.
- Start date: Negotiable
- Probation period: 3 months.
- Closing date: 13:00 hours GMT on **Friday 20th February 2026**
- Interviews: **27th February 2026** on Zoom

Our Charity

The Charles Plater Trust (<https://www.plater.org.uk>) is an independent charitable organisation that makes grants to a wide range of religious and non-religious organisations, people, and groups, supporting lay leadership, Church social action, and applied research projects across England and Wales. We support our partners to deliver social justice through education in its broadest sense. In the last three years, our engagement within the sector has grown exponentially and we now need to recruit a part-time temporary administrator to help with our mission.

We are a small but respected Trust with just one part-time employee, but we work with a highly committed partnership of exceptional charities to deliver positive change in the lives of thousands of vulnerable people each year.

¹ We reserve the right to close the application portal before this deadline

About the role

The CPT's Grants Administrator will be responsible for a range of organisational and administrative duties that support all the Trust's varied programmes of work and its operations. The Trust Manager will provide direct line management to the grants administrator. Due to the varied nature of this role, the post holder will work closely with trustees, applicants and partner charities directly. For example, by:

- Liaising with the Trust Manager to ensure that grants programmes and projects achieve their goals;
- Collaborating with the Trust Manager to finalise documentation relating to awards and grant payments and to keep accurate records;
- Preparing publicity for the grants competition and arrange Trust events and sharing of impact learning;
- Providing timely and accurate information to the trustees and Trust Manager to support strategic decisions.

Key responsibilities will include:	% of time³
Keeping accurate grant records and preparing minutes for the meetings of the Board of trustees and its two committees. There are currently 4 meetings a year.	5%
Administering the grants application process, which takes place twice every year and includes preparing guidance, responding to first enquiries, arranging application reviews, collating feedback, supporting the grant making committee in its assessment work, and corresponding with applicants pre- and post-award. All applications and awards are managed via a database (Airtable).	40%
Ensuring that the trustees and Trust manager are appropriately resourced. Act as the first point of contact for all day to day public enquiries. Maintain charity website and lead on day to day communications activities for charity – managing the charity's Linked in page, PRs, newsletter and website.	10%
Making the administrative arrangements for Trust events, which involve an annual awards ceremony, seminars, conference, and online learning events as needed.	30%
Preparing summary information about the Trust's programmes, including the progress of grants /projects and basic financial book-keeping as directed by the Trust Manager.	10%
Providing ad hoc support for other aspects of the Trust's work as needed and general administration.	5%

³ Percentages are an approximation. Time spent on different aspects of the role will also vary according to business.

Selection Criteria

The following criteria will form the basis for evaluating applications. Candidates must demonstrate in their CV and / or cover letter that they meet the following criteria.

Essential
1. At least 2 years' administrative experience in a role with multiple responsibilities
2. Self-motivated with the ability to work independently, to take the initiative and know when to ask for advice or help. This is especially important as this role involves remote (home) working most of the time
3. Excellent interpersonal skills for successful collaboration with a range of different people and organisations
4. Able to work at speed with a high degree of accuracy using a variety of administrative and technical tools in Office 365 and experience of managing organisational social media platforms and websites.
5. Experienced in the use of databases like Airtable.
6. Understanding charity governance and experience of supporting committees / boards with experience of producing minutes and handling logistics.
7. Experience of organising online events including webinars using Zoom. Ideally, knowledge of setting up event publicity on Eventbrite.
8. Excellent written and spoken English
9. A clear thinker who can plan and manage their time effectively and efficiently
10. Understanding the importance of confidentiality and data protection rules.
Desirable
11. Knowledge of the Catholic Church and voluntary sector, and sympathetic to Catholic social teaching values.
12. Experience of grants management.

Application Process

To apply for this role, you will need to send an email to plater@cbcew.org.uk before **1pm on Friday 20th February 2026** with your CV and cover letter attached.

We value and promote Equity, Equality, Diversity and Inclusion (EEDI).

Your cover letter should answer the questions and include the information requested below:

1. *What attracts you to this role at the CPT?*
2. *How does your previous experience make you the ideal person for this position?*
3. *In your opinion, what are the benefits and challenges of working remotely?*
4. *What are your main professional development aspirations?*
5. *Do you require any of the following reasonable adjustments for interviews?*

- *Extra time*
- *Option to interview with your camera off*
- *An interview at a specific time of day (please suggest)*
- *A British sign language interpreter*
- *Anything else – please describe*

6. *Please include the following information in your covering letter (or CV):*

- *Your email address and / or telephone number that you are happy for us to use to contact you about your application*
- *Your home address*
- *The names and contact details for **one work-related referee** that we can contact if you are offered the job subject to references*
- *A statement confirming whether you have the right to work in the UK*

We will contact you by Monday 23rd February if you are being invited to interview, which will take place on Zoom on **Friday 27th February**. The interview will last up to 45 minutes.

As a small charity with limited capacity, we regret that we cannot accept late applications or provide feedback to all applicants. Feedback will be supplied on request only to candidates who have been invited to attend an interview.

The decision of the CPT Trust is final and non-negotiable.

Key Dates	
1pm GMT on Friday 20 th February 2026	Application Deadline
By 5pm on Mon 23 rd February 2026	Shortlisted applicants receive invitation to interview
Friday 27 th February 2026	Interviews held on Zoom (45 minutes)
By 5pm on 6 th March 2026	Applicants told outcome of interview
9 th March 2026	References requested for successful candidate
13 th March 2026	Job offer is confirmed subject to references
From week beginning 16 th March 2026	Employment commences (date negotiable)

Many thanks for your interest in this role and the mission of the Charles Plater Trust to build greater social justice in the UK.