

PROVISION OF SECRETARIAL AND ADMINISTRATIVE SERVICES TO JOHN FEENEY CHARITABLE TRUST

Background

The John Feeney Charitable Trust (Feeney Trust) is a long established Birmingham grant making trust supporting the arts, heritage and open spaces in and for the benefit of the City.

The Trust has a particular interest in supporting new work and decisions are made by a small group of Trustees supported by a Secretary.

Full details of the Trustees and grants awarded in recent years can be found on the Trust's website www.feeneytrust.org.uk.

Secretarial and Administrative Role

The Trust is looking for someone to take on the role of Secretary and provide services as set out below. This would be an attractive role for someone who has an interest in the arts, heritage and open spaces and who is able to undertake the duties set out below under their own initiative. The successful candidate will be expected to work from home and to manage their time flexibly in order to ensure the Trust's annual calendar of meetings are administered effectively. They will liaise with the Chair of the Trust and the Chairs of Trust Committees as necessary in the management of the calendar and in responding to ad hoc queries.

An honorarium of £5500 is payable for the delivery of these services and is normally paid in arrears in two equal tranches on handover of the accounts to the auditor in January and on completion of business arising from the AGM normally around the end of June. The fee is reviewed annually at the AGM.

The fee is expected to cover all incidental expenses such as telephone and postage. Most correspondence is dealt with by email.

Duties

Correspondence (principally by email)

Deals with correspondence from applicants

Corresponds with Trustees as required

Sends out agendas and meeting papers

Provides the information to update the website at least bi-annually after grants have been decided and fellowships awarded

Maintains the files and a database of grants.

Keeps backups of the trust work on a monthly basis.

Meetings

Attends and takes minutes of

- The annual Trustees' meeting in May
- two half yearly investment and finance committee meetings
- one or two commissions committee meetings per year

Also attends

- grants committee meeting in April to record shortlist and recommendations made for grants for the annual meeting and
- grants committee meetings in the autumn to record shortlisting and selection of Feeney fellows

Arranges meeting venues

Accounts and Payments

Pays grants after the annual meeting, pays other expenses and keeps accounts.

Operates the internet banking for all payments.

Audits the Trust's assets (eg Feeney commission scores held at the University of Birmingham's Special Collections)

Obtains quotes for professional services if required

Hands over accounts information to the auditor in January and deals with accounts queries.

Property

Invoices and collects the Harborne shop rent quarterly

Organises a surveyor inspection of the property every three years.

(All other property work is handled by Pennycuick Collins)

Trustees

Liaises closely with the Chair, and the chairs of committees.

Maintains a precedent document for appointment of Trustees

Provides induction for new Trustees

Secures notices about the trust in commission performance programmes

Follows the work of selected Feeney grant recipients

Reports on Fellows' work

Circulates invitations to Feeney Trustees and Commission Performances

Social Media and Website

The Trust is currently developing a Social Media Policy, and a willingness to engage with this development and with ongoing improvements to the website (which is maintained under a separate arrangement) would be an advantage.

How Much Time is Needed

The time requirement is uneven over the year and peaks around certain activities such as liaising with the accountants in January, preparation for the AGM in April and May and dealing with the appointment of fellows in the autumn. The current Secretary estimates that the role takes at least 120 hours a year, and possibly as much as 150 hours.

January 2018.