



The Radford  
Charitable Trust  
Cornwall

## **JOB DESCRIPTION**

**JOB TITLE:** Freelance Administrator, Radford Charitable Trust

**GRADE/SALARY:** Full Time Equivalent £24,000 to £26,000 per annum (depending on experience)

**HOURS:** 8 hours per week (Pro rata salary of £4,800 to £5,200)

**REPORTING TO:** Board of Trustees

### **IMPORTANT FUNCTIONAL RELATIONSHIPS**

**WITH:** Chair, Interim Grants Committee, other trustees as appropriate

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## **ROLE OVERVIEW**

The Radford Charitable Trust supports young musicians in Cornwall by lending instruments and giving grants towards tuition or instrument purchase.

The Administrator plays a key role in managing day-to-day operations, supporting trustees and maintaining effective communications with beneficiaries, donors and partners.

We are looking to recruit someone to expand this role as the Trust evolves its remit, and so in addition to the existing portfolio of responsibilities we anticipate that this will offer an excellent opportunity for someone who would like to develop a proactive and dynamic approach to increase the support we currently offer.

## **MAIN DUTIES AND RESPONSIBILITIES OF CURRENT ROLE**

### **Administration & Communications**

- Respond promptly to email and telephone enquiries regarding grants, instrument loans, and donations (financial and in-kind)
- Process and track grant applications and instrument loan applications
- Prepare grant application information for trustee meetings, communicate outcomes and administer grant awards
- Process, monitor and chase instrument loan renewals/returns
- Maintain accurate databases instrument loans spreadsheet and grants awards spreadsheet
- Keep and distribute timely minutes of trustee meetings

## **Finance & governance**

- Pay suppliers (eg storage, tuition)
- Maintain financial records the Trust's accounts and assets
- Submit Gift aid claims to HMRC
- Prepare annual accounts
- Manage annual reporting to Charity Commission
- Update policies and governance materials as appropriate

## **Instrument library management**

- Oversee the instrument storage facility
- Deliver/collect loaned/returned instruments where necessary, or organise for this to take place with additional support
- Arrange servicing and repairs of instruments, replacing parts and accessories as appropriate
- Manage the instrumental insurance policy
- Organise the sale or disposal of unwanted instruments

## **Marketing & promotion**

- Maintain the Trust's website
- Manage advertising opportunities
- Support ad hoc marketing activities to promote the work of the Trust

## **POTENTIAL AREAS OF ROLE EXPANSION**

- Develop a proactive marketing strategy for grants and instrument loans
- Build relationships with schools, education leads and community groups
- Explore expansion of grant scheme
- Create and deliver social media strategy and digital engagement
- Surveying and analysing situation to determine need and strategy
- Organise events such as workshops, masterclasses, or open days

## **PERSON SPECIFICATION**

### *Essential Criteria*

- Proven experience in an administrative role
- Excellent organisational and administrative skills
- Strong written and verbal communication skills
- High attention to detail and accuracy
- Discretion in handling confidential information
- Strong time management skills; ability to prioritise and meet deadlines
- Initiative, reliability, and flexibility in approach
- Ability to work independently and in consultation with trustees

- Proficiency in Microsoft Office (Excel, Word)
- Numeracy skills and confidence in maintaining financial records
- Professional, calm, and approachable manner

#### *Desirable Criteria*

- Experience with databases (training can be provided)
- Previous work in education and/or with children
- Musical knowledge or background
- Cornwall resident
- Ability to drive, with access to a car, in order to collect/deliver instruments from time to time

### **ADDITIONAL INFORMATION**

The Radford Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

This role may involve occasional direct responsibility for children, for which appropriate safeguarding protocols (eg DBS check) will need to be followed.

The duties of this post may vary from time to time, without changing the overall nature of the role or level of responsibility.

### **HOURS OF WORK**

8 hours per week, hours/days to be agreed with the trustees. This is an all year round role (not term time only).

Deadline for applications: Friday 10th October 2025

Interviews will be held during the week of 20th October 2025

Please email applications (covering letter and CV) to Sarah Rogers, Administrator:  
[administrator@radfordtrust.org](mailto:administrator@radfordtrust.org)