Garfield Weston Foundation
Administrative Assistant

Job Ad & Description

The Garfield Weston Foundation is looking for a talented and ambitious part-time Administrative Assistant (3 days p.wk.) to provide support to the team.

The team is small and forward thinking: it is passionate about the impact its support provides to charities across the UK. You will play an essential role in supporting the organisation and its operations, so that we can work efficiently and effectively and provide excellent experience for all applicants. The successful candidate will have the opportunity to build a wide range of office skills through on-the-job training, getting superb exposure to the management of a busy Foundation and an overview of all aspects of the operation of a grant-making organisation.

Ideal for a recent graduate or someone with equivalent work experience, who is interested in building a career in the not-for-profit sector through developing transferable organisational skills. If you are someone who wants the chance to work in a dedicated team with the potential to make a real difference, who enjoys helping people and would be keen to understand the challenges facing the charity sector and to develop your knowledge of grant-making, please get in touch.

To apply: please send your CV plus a covering letter (max 1.5 sides A4), summarising how your skills and experience would match the role and the skills & experiences sought to: George.Cook@prospect-us.co.uk
Deadline: Monday 12th January 2026 at 9.30am. Interviews of selected candidates will take place in Central London W1 in January 2026.

Background Information: The Garfield Weston Foundation

Established in 1958, the Garfield Weston Foundation is a family-founded charitable grant-making trust which aims to donate over £100 million a year to charities across the UK. Since it was established, it has donated over £1.7 billion. Last year, around 3,000 charities benefited from the grants awarded by the Foundation in sectors ranging from welfare and education to the arts and the environment.

The Weston Family Trustees today remain actively involved in the Foundation's work. The Foundation's funding was established with an endowment of shares in the family business – a successful model designed to build for the long term that has ensured that, as the businesses have grown, so too have the charitable donations.

The Foundation is well known for flexibility, as its strategy is deliberately responsive and adapts to need. Its key belief is that those at the front line of providing charitable services are best placed to identify the needs and create the most effective solutions as they understand the sectors in which they work. The Trustees aim to support talented people with practical ideas rather than to impose direction. They support quality and excellence in initiatives demonstrating clear outcomes and benefits.

Further information about the Foundation and the charities it supports can be found at: www.garfieldweston.org

ROLE DESCRIPTION

The Role

A valued member of a small Foundation team, the Administrative Assistant will provide organisational and administrative support, helping the team to operate most efficiently and ensuring the smooth running of our major grants programme. You must enjoy working within an environment that is mission focused, results driven and with community at the heart of its activities. You will be a team player, able to take direction when necessary and also with the ability to exercise good judgment and act on your initiative within agreed guidelines. You will have excellent communication, administrative and organisational skills, and the ability to juggle multiple tasks, navigating many priorities at any one time. You must also be able to manage confidential matters with complete discretion.

What you will do

- Provide administrative support as is required to enable the Foundation and its staff to work efficiently and effectively. Tasks will vary, and could include for example:
    - Providing organisational support to the Major Grants function of the Foundation, including checking eligibility of applications, requesting additional information as needed, compiling board reports, actively inputting, updating and drawing data from the database;
    - Supporting the communications team on PR and communications matters (including coordinating template communications materials; liaising with partner charities on their press plans; assisting with delivery of the social media strategy);
    - Acting as a point of contact for the Foundation; Handle telephone calls, emails and assess enquiries addressed to the Foundation, and determine the proper course of action in line with Foundation guidelines, and action or delegate as appropriate;
    - Coordinating invitations and attendance at events;
    - Supporting with research tasks as and when required;
    - Providing cover for team colleagues as required.

- Support liaison across the team and ongoing teambuilding and cohesion;
- Manage confidential information with absolute discretion and tact;
- Keep up with charity sector and grant giving trends, and share developments with peers;
- Maintain the values of the organisation and support the team in delivering its mission;
- Be flexible and willing to take on other suitable responsibilities as are appropriate for the role, as and when they arise.

What we are looking for (skills & experience)

- Highly organised, with ability to juggle multiple tasks, prioritise effectively, deliver to deadlines and work well in a fast-paced environment under pressure;
- Excellent oral and written communication skills; professional and warm telephone manner for supporting applicants;
- Strong problem-solving skills, with the ability to take instruction where required, and to use initiative to deal with challenges arising, within agreed guidelines; enthusiasm to learn on the job;
- Great attention to detail with an understanding of the importance of accuracy when preparing documents and working on databases;
- Excellent IT skills, specifically Microsoft Office, plus proficiency utilising databases, and the ability to pick up quickly other software on the job with suitable training;
- Ability to work well alongside colleagues, and external contacts, at all levels;
- Highly responsible with the ability to work with absolute discretion, tact and confidentiality;
- Great team player;
- Adaptable, with a 'can do' attitude;
- Passion for the charitable sector.

General Information

Hours: Three days a week

Reporting: The role will report to the Deputy Director. Wittington Investments Limited is the employing entity of the Garfield Weston Foundation team.

Location: The Foundation Offices in central London W1. On a discretionary basis, team members are offered the opportunity to work from home on one day a week (post probation).

The office has secure space for bicycles, showers (towels and toiletries provided) and also provides excellent facilities (refreshments & hot drinks, fresh fruit, etc).

Salary: Between £30-35k pro rata for three days a week, per annum, depending on experience.

Additional benefits: the role comes with certain additional benefits, including contribution to a company pension scheme: details can be provided upon enquiry

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The Garfield Weston Foundation values and celebrates diversity. We welcome and encourage all applicants and encourage you to apply if you are from a community that is often disadvantaged by society or of minority background.

Only applicants with the right to work in the UK should apply.