

Ymddiriedolaeth



Foundation

Pantyfedwen, 9 Market Street, Aberystwyth, Ceredigion, SY23 1DL

Ffôn/Tel: 01970 612906 E-bost/E-mail: post@jamespantyfedwen.cymru

Gwefan/Website www.jamespantyfedwen.cymru

Job Title	Executive Secretary
Location	The James Pantyfedwen Foundation, 9 Market Street, Aberystwyth
Salary	c. £50,000 depending on qualifications and experience
Contract	Permanent (subject to 6-month probationary period)
Starting date	1 September 2025
Working hours	Full-time – 34.5 hours per week
Holiday entitlement	27 working days and 9 bank holidays
Reporting to	Chair of the Foundation and Board of Trustees
General purpose of post	The Executive Secretary is responsible for leading the work of the Foundation and acting on the decisions made by the Trustees who meet three times a year. The post is supported by the work of the Administrative Secretary.
Further information	For any further information or for an informal chat regarding the post, please contact Gwenan Creunant, the current Executive Secretary, on the phone number or e-mail above.
Closing date for applications	18 March 2025

THE CHARITY

The James Pantyfedwen Foundation is a charity that began its operations on 1 April 1998 being a successor to two former charitable trusts set up by the late Sir D J James. The aim of the Foundation, according to the wishes of the founder, is to support the citizens of Wales by distributing grants to postgraduate students, churches and Christian workers, Eisteddfodau, and publications in the fields of religion and theology. The charity currently holds an investment portfolio of £17m, and the Trustees are responsible for distributing approximately £550,000 of annual investment income to the various groups listed above.

The Foundation is managed by 19 Trustees, meeting three times a year. Six of these are *ex-officio* Trustees, (representing the religious denominations of Wales and the National Eisteddfod of Wales) while the other 13 are elected due to their experience within spheres relevant to the work of Pantyfedwen. All Trustees serve on one of the Foundation's two committees, being:

- i) the Executive Committee – overseeing the Foundation's investment portfolio and all other administrative matters. The Foundation employs Investment Managers to administer the portfolio on a day-to-day basis; these currently being Evelyn Partners based in Liverpool.
- ii) the Examining Committee – which discusses all applications for financial support.

Both above committees are accountable to the Managing Trustees which also meet three times a year.

Further details regarding the work of the Foundation can be seen on the website:

<https://www.jamespantyfedwen.cymru/index.html>.

MAIN DUTIES

1. Managing the Foundation's office at 9 Market Street, Aberystwyth, leading on the Foundation's work and co-operating with the Administrative Assistant and the Board of Trustees.
2. Preparing all papers and minutes for the Foundation's committees and implementing all the Trustees' decisions.
3. Being responsible for the Foundation's financial management, including preparing annual budgets, paying invoices and salaries, balancing income and expenditure and preparing all necessary documentation for the completion of the annual audit.
4. Communicating regularly with the Foundation's Investment Managers and keeping a close eye on the Foundation's portfolio of investments and the income received from the portfolio.
5. Preparing different types of applications to be considered by the Trustees, discussing with applicants and dealing with any enquiries regarding the available grants.
6. Managing the Foundation's building, which is also home to one tenant using offices on the ground and upper floor.
7. Being responsible for any marketing work, including preparing advertisements, leaflets, the annual report, the website, and being aware of any other opportunities to raise the profile of the Foundation.

8. Preparing any relevant documentation for the Charity Commission and the Revenue and Customs Office.
9. Responding to any other requests and queries raised by the Trustees and in particular, the Chair of the Foundation.

ESSENTIAL KNOWLEDGE AND SKILLS

In searching for a suitable person to fill this position, the following attributes will be important:

- Sympathy with the objectives of the Foundation, together with the requirements of individuals and organisations submitting applications for financial support;
- The ability to work confidently, both verbally and in written form in Welsh and English;
- Relevant experience of effective administration and good IT skills;
- Knowledge of the religious organisational structures in Wales together with knowledge of the higher education system in Wales and beyond;
- Experience of keeping accounts and monitoring financial flows;
- General knowledge about different types of investments, and of the processes of building and sustaining a portfolio of investments, or a willingness to undertake some training in the field;
- The ability to deal with the public in a prudent and constructive way, by letter, email, phone or face-to-face;
- The ability to work independently and as a member of a small team;
- Ensuring that confidentiality is maintained at all times.

WORK CONDITIONS

1. The starting salary will be c. £50,000 depending on experience and qualifications. The salary will be reviewed by the Trustees annually and any increase will be subject to satisfactory performance.
2. The Foundation will contribute 10% of the salary to the individual's private pension, with the expectancy that the employee also contributes to the same pension fund.
3. The employee will be entitled to 27 days' annual leave together with 9 Bank Holidays.
4. Office hours are 9.00-5.00 Monday to Thursday, and 9.00-4.30 on Fridays, with an hour's lunchbreak every day. The employee will be required to work flexibly from time to time outside the usual working hours. This a full-time post, but other options may be considered.
5. The post is located in the Pantyfedwen Foundation building, in Aberystwyth town centre.
6. The employee is not permitted to undertake any other work or activity which may in way conflict with the Foundation's interests or may be inconsistent with the position in the Foundation.

7. There will be a three-month notice period for both employee and employer. These three months should not include annual leave.

THE APPLICATION PROCESS

To apply for the post, please complete the enclosed application form, and any applicant wishing to include further details, please enclose a CV or extra pages. The application should be sent to the Chair, c/o The James Pantyfedwen Foundation, 9 Market Street, Aberystwyth, Ceredigion, SY23 1DL, and marked Confidential, or sent by email to post@jamespantyfedwen.cymru. The closing date is 18 March 2025.

The Trustees will consider all applications, decide on a shortlist, and invite those on the shortlist to interviews held during the first two weeks of April 2025. If you have any queries you would like to discuss before submitting the application, please feel free to contact the current Executive Secretary or the Chair of the Foundation.