

**Job recruitment : Trust Assistant**

The Wembley National Stadium Trust is a charitable grant-making Trust distributing funds from Wembley Stadium to support community sports activities in LB Brent and beyond. We have an exciting new opportunity for a Trust Assistant. Reporting to the CEO, you will be working as part of a small team to support the day-to-day operations of the organisation. This will include support with our social media and the grant making process.

**Person specification:**

* A self -starter, organised and disciplined.
* Collaborative
* Enthusiastic about sports
* Passionate about impact and changing lives
* Committed to Equity, Diversity & Inclusion (EDI)

**Key Duties and Responsibilities:**

* Acting as support to the CEO
* Running WNST’s website, in-house IT and social media accounts
* Assisting with the delivery of our grants programmes
* Various office administration duties

**What we offer:**

* A hybrid working pattern, with time split between working from home and our new Wembley Stadium office location
* competitive pay and benefits package
* 17 days holiday, (25 incl. bank holidays) pro rata allowance for 3dpw
* Up to 10% employer match contribution pension scheme

**Salary:** **£20,336 – £21,953 per annum (for 3dpw: pro rata of NJC 2022/23 scale 6 FTE + outer London weighting)**

**Contract:**

* **Part time (3 days per week)**
* **Permanent**

**Next Steps …**

For more information and how to apply see [www.wnst.org/wnst-is-recruiting](http://www.wnst.org/wnst-is-recruiting) You can call 07944 518065 for an informal chat. The closing date is **Monday 13th February 2023 at 5pm**

Interviews to take place in the week beginning 20th February 2023