



# All Saints Educational Trust



**Charity Manager**

**Candidate Information Pack**

**January 2026**



Eastside People

# Welcome from our Chair

Thank you for your interest in the position of Charity Manager at the All Saints Educational Trust. This is an exciting time to join the Trust as we continue to evolve as a responsive and innovative funder of Religious Education and of Home Economics education, including food and nutrition, two vital subjects in the school curriculum. We are a leading funder giving practical support to individuals and organisations in the encouragement of teacher education and in the pursuit of innovative professional development.

We are looking for a Charity Manager with knowledge of and/or interest in the state education sector, and the ability to provide strategic leadership for the Trust's operations, ensuring robust financial oversight to deliver the Trust's objectives. You will need to be a good communicator, able to actively promote the Trust's work to our curriculum communities.

This is a role for an individual who is open to new ideas and who is willing to embrace innovation; someone passionate about the importance of the role of both Religious Education and Home Economics in the education of young people. You will be joining us at a time when there is growing pressure on educational funding and a growing need for the support we are able to give to new teachers and subject organisations. In addition, the recent publication of '[Building a World Class Curriculum](#)', the final report of the Government's Curriculum and Assessment Review, presents both opportunities and challenges for the two subjects we support.

I invite you to explore our services and website and have an exploratory conversation with Eastside People. Having done so, I hope you feel excited and enthusiastic about All Saints and the difference you could make.

With best wishes,

***Derek Holloway***

Chair, All Saints Educational Trust

# About us

## Who we are

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[The All Saints Educational Trust \(ASET\)](#) was formed from the sale proceeds of two former teacher training colleges in what is now north London: St Katharine's College, Tottenham, founded in 1878 and Berridge House, Hampstead, founded in 1893. These colleges merged in 1964 to form the College of All Saints, Tottenham, which closed when it joined forces with Middlesex Polytechnic in 1978 and the proceeds of the sale were used to establish the trust that year, which has been awarding grants ever since.

## What we do

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The All Saints Educational Trust exists to help make a lasting improvement to the welfare and prospects of individuals and communities, through the promotion of better teaching, particularly of Religious Education and Home Economics, including food and nutrition, inspired by a practical tradition of Christian belief and Church of England-sponsored teacher training.

The key criterion for individual awards is to support trainee and practising Religious Education and Home Economics subject teachers, to encourage more people to become teachers, and to support practising teachers to become more skilled and, ultimately, to stay in the profession.

We also make annual awards for imaginative and impactful programmes that support and resource those training to teach, or those currently teaching.

## Our impact

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We're proud of all we've achieved and know that we make a significant difference to people's lives and careers, as illustrated by Michelle Bell's story, a Home Economics teacher training at Strathclyde University in 2023.

"ASET has generously funded my journey through a BSc in Education and Curricular Studies with a Teaching Qualification (TQ) degree, which prepared me to step into the role of a Home Economics teacher. Their support was instrumental in helping me manage my

workload, as they allowed me to reduce my working hours and focus more on my studies and placements. This adjustment enabled me to achieve a Second Class Upper Honours degree, marking a significant milestone in my academic journey.

Now, as a Newly Qualified Teacher (NQT), I've settled into a fantastic probation year where I continue to grow, learn and prepare for my future as a HE teacher. The assistance provided by ASET has been crucial in shaping my path to becoming a successful educator. Their support not only helped me academically but also instilled in me a deeper passion for teaching.

I am profoundly grateful for the opportunity that ASET has provided me. Their investment in my education has laid a strong foundation for my teaching career, and I am excited to continue making a positive impact in the lives of my students."

Please see [here](#) for further information and more stories of how All Saints Educational Trust has supported people across the UK, and in Africa.





## Our vision, mission & values

### Vision

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The All Saints Educational Trust exists to help make a lasting improvement to the welfare and future prospects of individuals and communities, both at home and overseas, through the promotion of better teaching, particularly of Religious Education and Home Economics, inspired by a practical tradition of Christian belief and Church of England-sponsored teacher training.

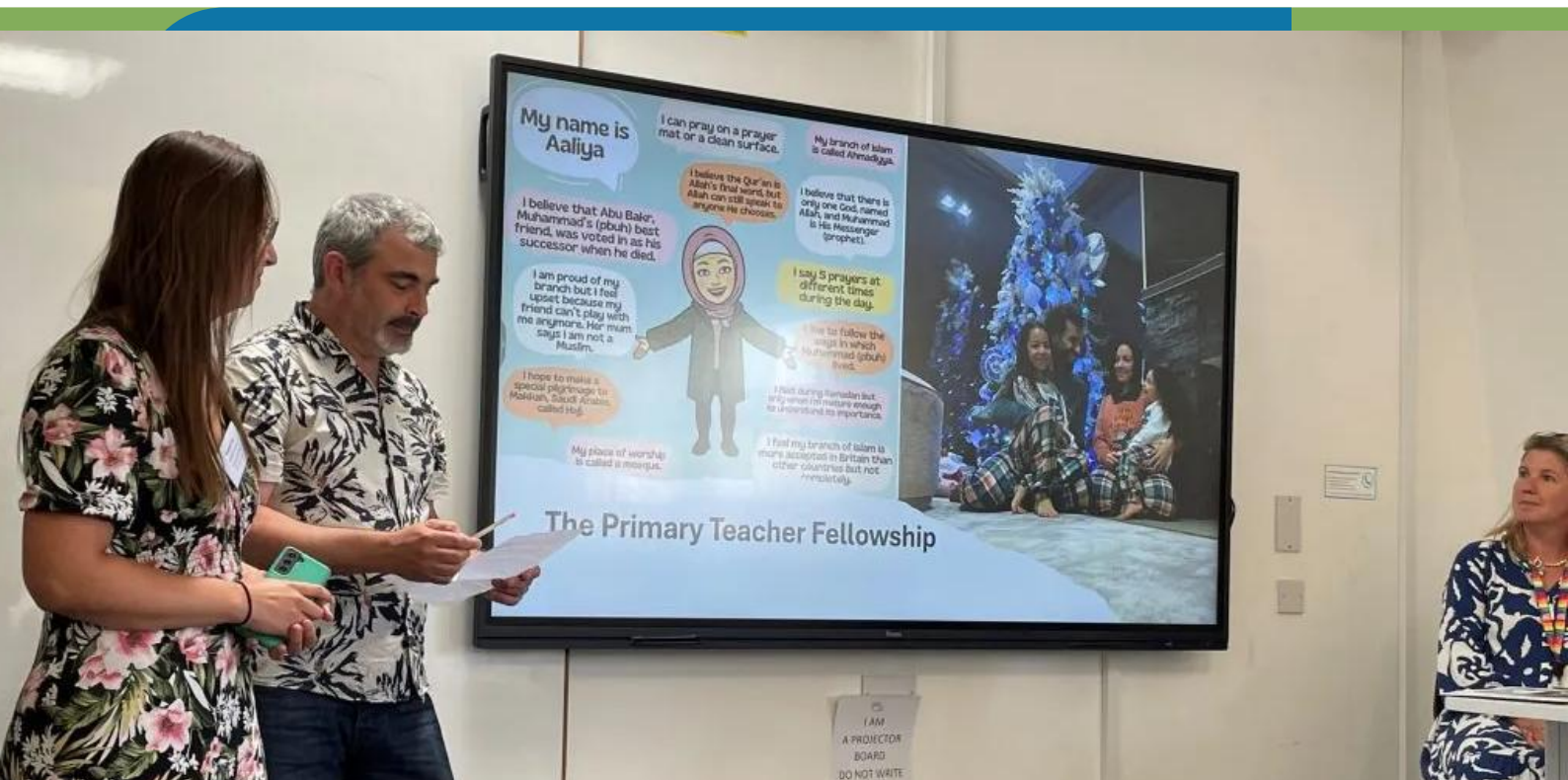
### Mission

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In fulfilling this vision, the Trust will give practical support to individuals and organisations of all faiths and beliefs in the encouragement of teacher education and in the pursuit of innovative professional development – specifically in the disciplines of Religious Education and Home Economics, from the standpoint of Christian values.

## Our commitment to diversity

The All Saints Educational Trust is committed to a policy of equality of opportunity and aims to provide a working environment, which is free from unfair discrimination and will enable employees, directors and applicants to fulfil their personal potential.



## Being our Charity Manager – a great time to join us and what we're looking for

For many years, the Trustees have worked closely with the Clerk to ensure the Trust's work runs smoothly, the grant-giving is targeted and efficient, and our investments are handled wisely. We successfully moved our grant-giving to a streamlined online system, simplifying the process, reducing workload, and making it easier for everyone to use. This has ensured our giving remains relevant and meaningful as needs in the education system evolve.

We're proud of all we've achieved and recognise that it's now the appropriate time to appoint a Charity Manager who will take on much of this work and bring experience, creativity and drive to develop the Trust's work for the years ahead.

We're keen to appoint someone with energy, enterprise and imagination to develop our programmes both here and with potential partners in Africa. You will have the vision and ability to develop our brand awareness and our communications so that more people will know about our work, what we offer, and how we can help. You will have the necessary knowledge, skills and understanding to lead on upgrading our systems and technology so that we're able to respond and develop our grant-making as efficiently as possible.

We know what we do matters, and we want to do more of it by investing in the leadership and skills we need going forward. While we are a Christian charity, we welcome applications from people of all faiths and beliefs.



# Charity Manager job description

<b>Location</b>	London / hybrid
<b>Time Commitment</b>	Three or four days a week
<b>Salary</b>	£55,000 pro rata
<b>Reports to</b>	Chair of the Board of Trustees
<b>Responsible for</b>	Clerk to the Trust

## Overall purpose of the role

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The Charity Manager provides strategic leadership for the Trust's operations, ensuring robust financial oversight and working with the Chair and Trustees to deliver the Trust's objectives. You will ensure funding decisions align with the trust's mission, oversee and promote the grant-making, impact evaluation, and stakeholder engagement.

## Main responsibilities

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### Grant administration

- Ensure the continued smooth delivery and development of the Trust's grant giving
- Each grants round, prepare the individual and programme award applications for review by the Chair of the Awards Committee and the Awards Committee
- Collate and review annual evaluation forms from individuals, and reports from programme awards
- Lead an annual evaluation exercise to determine the success and impact of the awards made to ensure a robust review of the Trust's reach and processes
- Support the Grants Committee in compiling its annual evaluation report for the Board
- Regularly review the circumstances and possible actions where recovery of a grant or other fees may be appropriate

### Financial management

- Prepare the annual organisation income and expenditure budgets and the annual grants budget
- Prepare regular budget forecasts for the Finance Committee and Board

- Liaise with the Trust's investment advisers and property managers regarding day-to-day issues, investment performance, and Knightrider House
- Liaise with the Trust's auditors and accountants to enable them to prepare annual financial statements and conduct the audit

### **Communications**

- Manage the Trust's communications including website, social media and annual report
- Actively promote the work of the trust to increase awareness and the number of applicants including regular posting on social media
- Prepare the Annual Review for approval at the November Board meeting
- Board & committee support
- Coordinate with the Chair of Trustees, Trustees and advisors to agree and arrange the annual cycle of meetings for the Board and its committees
- Prepare meeting agendas with the relevant Chair
- Maintain relationships with other charitable trusts, particularly Church College Trusts, and the bodies responsible for appointing Board members
- Support the recruitment of new Board members
- Arrange Trustee awaydays and training as required by the Board

### **IT and operations**

- Responsible for developing and maintaining the organisation's IT, including moving to fully cloud-based filing, the grants database, AI, cyber security and GDPR as required for compliance
- Lead on the development of the new website
- Take overall responsibility for the Trust's grant database and ensure accurate reporting capability

### **Policies and procedures**

- Maintain the Trust's internal policies and procedures and related registers and authority levels
- Write and implement new policies as and when required
- Ensure the annual review of policies by the relevant Board committees



## Person Specification

### Essential

#### Experience

- A track record in a senior leadership or educational advisory role
- Experience of fostering successful relationships and partnerships with a range of organisations and diverse stakeholders
- Experience of managing people and establishing a productive working culture; leading and motivating others to deliver
- Project management experience
- Experience of budget planning and financial management
- Communications experience including websites and social media

#### Key skills and knowledge

- Effective communication and presentation skills, including policy development
- Ability to think strategically and creatively
- Highly developed interpersonal skills
- Interest in and ability to maximise the use of IT and technology to streamline processes, etc
- Ability to handle a varied workload with multiple priorities

#### Personal attributes

- A proactive, collaborative, 'can-do' approach, resilient, flexible and willing to roll up sleeves
- A strong interest and commitment to the state education sector and the values of All Saints Educational Trust
- An interest in grant-making

# Ready to apply?

[Eastside People](#) is supporting All Saints Educational Trust in the recruitment of this role. Please [click here](#) to apply by submitting your CV and a cover letter **both in Word doc format**. You are also welcome to submit your cover letter in video format by emailing it to [lucinda@eastsidepeople.org](mailto:lucinda@eastsidepeople.org).

Please use the cover letter (max 2 pages) as an opportunity to add to the information you have shared in your CV and ensure that you cover the following:

- Why are you interested in the Charity Manager role at All Saints Educational Trust?
- Having read the information pack, what relevant experience and skills do you feel you would bring to this role? Please ensure you address the points in the Person Specification.

If you would like a call to discuss the role in more detail, please email Lucinda Shaw to arrange a convenient time at [lucinda@eastsidepeople.org](mailto:lucinda@eastsidepeople.org). Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability and potential. If you have a disability or require reasonable adjustments during the application or interview process, please contact us so we can support you appropriately.

**The closing date for applications is 2 February.** Shortlisting interviews will take place shortly after and interviews will take place with All Saints Educational Trust during the week beginning 16 February. The successful candidate will be invited to attend a Board meeting on 24 February.

## Finally

We understand AI can be a helpful tool, but please use it with caution and ensure your application is personalised and accurate.

If you know anyone else who might be interested, then please pass this Information Pack on as we would be very pleased to hear from them.



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People

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