



BACKGROUND INFORMATION RELATING TO THE ROLE OF ADMINISTRATION MANAGER AT DEBK

Established under the terms of two wills; that of Dr Thomas Edwards made in 1618 and that of Bishop John King made in 1620, the Fulham Charity has consistently worked to improve and rebuild the lives of local people whose hopes and aspirations have been (and are being) otherwise impeded by poverty. Dr Edwards bequeathed £120 and Bishop King, £20 and careful management by Trustees since that time has enabled the Charity to increase the core capital to a level beyond the founders' imaginations - whilst still continuing their work, year on year, in the following ways:

- By allocating grant funding to people on low incomes for provision of essential items of daily living – given either in response to direct requests to the Charity made by people in need themselves, or to requests made on behalf of those people by local welfare agencies (grants usually budgeted at the level of £170,000.00 per annum)
- By allocating grant funding to local organisations whose work meets the Charity's criteria of helping people in need. (£150,000.00 pa)
- By allocating grant funding to assist with education and training, where no statutory funding or other capital exists. (£10,000.00 pa)

It is the duty of the Trustees to properly apply DEBK's resources where an identified need can be addressed (as outlined above) and where the beneficiaries are shown to reside within the relevant area of benefit. This remains in line with the overall aim as it has stood for almost exactly 400 years.

It is the duty of the Charity's staff to support this work by:

- Providing a sound administrative platform onto which the work of the Charity can be built, inclusive of for the management of all grant making processes, for preparation of all representations to the board, and for the general running of the site and purchasing/maintenance of on-site equipment.
- Facilitating interactions between the Charity and those that it works with, and/or supports – inclusive of maintaining stakeholder relationships and attending/arranging meetings with other local groups and organizations.
- Working with other professionals to make sure that the Charity's financial systems are robust, and that budgets are created and adhered to – as well as ensuring that DEBK is compliant with overall charity and company legislation, and is striving to exemplify good practice in all areas of operation.