



VACANCY CIRCULAR 1-2022

Vacancy: Board Clerk (Trustees)

Job Purpose

Support the Board by helping the smooth functioning of meetings through good governance and legislative practices and attending and keeping records of meetings and conference calls, then distributing this information appropriately. Assist the Board Chair in preparing agendas and serves as the archivist in making sure all historical records are filed and documents are kept up to date.

- Reporting to: Board Chair
- Duration: 14 hours per week, permanent. (£11,866.80 pro rata).
- Salary: £29,667.00 – Band 4.
- Location: Across all HSG centres – hybrid working model.
- Staffing: None.

KPA 1: Decision making

- Work with the Chair of the Board, and where appropriate other committees, to ensure that they are properly organised.
- Ensure that there is proper and appropriate co-ordination of Board and committee meetings and an effective flow of information.
- Collaborate with the Board Chair to compile meeting agendas, document packs, and manage planning for the board and any other meetings.
- Compile, transcribe, and distribute minutes of meetings.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, and committees.
- Prepares minutes for permanent records following meetings, ensuring that and that records are maintained with certified copies and that action is taken on matters arising.
- Send approved minutes to the Board members within set timeframes.
- Collect, organise, and distribute information, documents, or other papers prior to meetings.
- Ensure the communication of board decisions to those required to implement them and ensuring that actions and tasks assigned are managed appropriately and to the required timetable, reporting back as required.
- Ensure that Board of trustee meetings and any relevant committees are properly constituted and provided with clear terms of reference.
- Work with authorised officers of the charity to ensure the appropriate and effective production of board papers.
- Advise and guide the board on any legal and regulatory implications of the Organisation's strategic plan.
- Report to the Board on any serious incidents or matters of non-compliance.

KPA 2: Administration and reporting

- Update and maintain the Board Contact List and circulates to all members and the Director of Home-Start Greenwich.
- Remain familiar with Board procedures and ensures the Board is in accordance with legal and general compliance and governance guidelines.
- Maintain all working documents such as the Policy Register and Board Procedures Manual ensuring that this is current.
- Maintain registers in respect of members of the board, trustees' conflict and interests, gifts and hospitality accepted and refused.



KPA 3: Trustee onboarding and capacity building

- Facilitate the onboarding of trustees into their role.
- Advise and assist the trustees with respect to their duties and responsibilities.
- Assist with counselling trustees when preparing presentations and memoranda.
- Arrange relevant training and access to external professional expert services considered relevant to assist in trustee development or decision making.

Knowledge and skills

- Administration and Management — Knowledge of business and management principles involved in governance, planning, resource allocation, leadership and coordination of people and resources.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Project support – Knowledge of project management and principles, and the role of individual and team commitment in projects.

About you

- Strong on self-management and attainment of objectives.
- Team support, interaction, and involvement.
- Ability to effectively communicate at all organisational levels.
- Ease of interface with colleagues and other stakeholders.
- Ability to juggle multiple tasks and demands.
- Ability to prioritise and make decisions.

Qualifications, job requirements and experience

- Experience of providing secretariat support at Board or a senior business level. Work within a charity, health trust, the public sector, or in education would be beneficial.
- Experience of managing the meeting preparation process including document packs, agendas, and minutes.
- Project coordination and experience as a project team member.
- Flexible hours with some evening work required.

Qualifications, job requirements and experience

- Experience of providing secretariat support at a senior business level, in a professional environment.
- Experience of managing the meeting preparation process including document packs, agendas, and minutes.
- Project coordination and experience as a project team member.
- Early Years, Family Support, Health & Social Care knowledge or experience of these sectors desirable but not essential.
- Flexible hours with some evening work required.
- An DBS clearance and suitable Disqualification by Association record will be part of the appointment process.



HOW TO APPLY

To **apply for this role**, please send a CV and covering letter to: HR@homestartgreenwich.org.uk

The application deadline is **Friday 21st January 2022.**

Home-Start Greenwich is an equal opportunities employer and champion of Equality, Diversity, and Inclusion. We recruit for the person most suited to the job and welcome applications from candidates of all backgrounds and sectors.

Candidates must have fluent spoken and written English and the right to work in the UK. The role will require an Enhanced DBS clearance and a suitable Disqualification by Association record.

In the event of a high level of applications, Home-Start Greenwich reserves the right to close the application deadline early. If you are interested in applying for this role, please ensure you submit your application at the earliest opportunity.