

THE FEAST – JOB DESCRIPTION



- Job Title:** Clerk to the Board of Trustees
- Location:** Birmingham
- Hours:** Contract circa 48 hours per annum to be worked on a flexible basis in line with planned Board Meetings based on 8 hours per meeting.
- Fee:** £552 (per annum) / £11.50 (per hour) payable

MAIN PURPOSE AND SCOPE OF THE JOB:

The successful candidate will possess excellent organisation, communication and ICT skills and be familiar with maintaining confidentiality at all times. They will ensure the smooth running of meetings, prepare meeting agendas and collate supporting papers, take accurate minutes and be a principle source of communication between the Board of Trustees and CEO. Advise the Board on the current legislative framework where necessary.

POSITION IN ORGANISATION

Reports to (Line Manager): Chair of the Board of Trustees

DUTIES AND KEY RESPONSIBILITIES

To be fully conversant with the memorandum and Articles of Association for the Charity and the Terms of Reference of its Committees and to advise the Board of Trustees on matters of procedure in this respect.

To prepare the agenda for Board meetings in consultation with Chair and Chief Executive Officer (CEO).

Liaise with those preparing papers to make sure they are available on time.

To undertake in such manner as the Board of Trustees may agree from time to time the collation and circulation of the agenda and supporting papers to Board of Trustees and CEO at least 7 days in advance of the meeting.

To coordinate the booking of rooms for board meetings, sub committees, away days and other special meetings and refreshments if required.

To attend each of the bi-monthly full evening Board meetings and take accurate and detailed notes of the matters discussed.

To prepare and submit draft minutes of all meetings for approval to the Chair within 14 days with copies to the CEO for information.

To undertake the distribution of the minutes to the Board of Trustees and CEO as soon as they have been approved by the Chair.

Follow-up any agreed action points with those responsible and inform the chair of progress.

To show diplomacy and tact and an ability to work with Senior Professionals. A high degree of flexibility and adaptability will be clearly demonstrated by successful candidates.

To maintain membership records on each individual Trustee's term of office and attendance and alert the Chair in advance of any impending Trustee vacancies and non-attendance at meetings.

GENERAL RESPONSIBILITIES

Corporate Governance

The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, current employment legislation and standards of business conduct.

Post holders are expected to be familiar with and comply with all policies and procedures published by The Feast.

Health and Safety

Under the Health & Safety at Work Act (1974), it is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work.

Flexibility

The post holder is expected to work flexibly including attending meetings out of normal office hours and to be able to support the work of The Feast in Birmingham.

This Job Description is not exhaustive. This job description is a reflection of the Board of Trustees current requirements and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be subject to variation from time to time. The post holder will be required to undertake any other duties that may be reasonably required by the Line Manager, commensurate with the level of the post.

Date Written:

January 2017

THE FEAST – PERSON SPECIFICATION

Clerk to the Board of Trustees

This person specification sets out the essential, minimum qualities we are seeking for this contract. Please ensure that your expression of interest demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

	CRITERIA	Criteria Tested At		
		Application	Interview	Essential
EXPERIENCE	Previous clerkship experience Preparation of papers for, and production of minutes of meetings	X		X
SKILLS/ ABILITIES	Good oral and written communication skills Good listening skills Word processing/IT skills Able to take and produce high quality minutes Able to maintain and control file/paperwork Awareness of important and sensitive issues and ability to maintain confidentiality Able to work on own initiative and under direction Ability to organise time and work deadlines Organising meetings	X	X X X X X X	X X X X X X
KNOWLEDGE	Knowledge of Data Protection Legislation		X	
QUALIFICATION/ TRAINING	Ability to demonstrate a willingness to attend appropriate training and development.	X	X	X
OTHER REQUIREMENTS	Ability to work at times convenient to the Board of Trustees including evenings and occasional weekend away day meetings. Ability to travel independently to meetings		X X	X X

Date Written: January 2017