

Job Title:	Clerk to the Trustees
Reports to:	Chair of the Board of Trustees
Hours of work:	Annualised hours of 104 per annum
Salary:	£13.15 per hour equivalent to £25,709 FTE
Location:	Hybrid between home and Virginia House Centre, Peacock Lane, Plymouth, PL4 0DQ
Contract:	Permanent

ABOUT FRIENDS AND FAMILIES

Friends and Families was established as a charity 21 years ago to support and empower families with disabled children. Founded by our Chair of Trustees, the charity offers practical advice, support, and fun activities to families in and around Plymouth.

Our Vision

A world where families and their children, irrespective of their disability or impairment, can reach their full potential and thrive.

Our Mission

We are on a mission to support and empower families with children living with a disability or impairment. We do this by providing services and activities for the whole family so that everyone gets to live their best life.

Our Values

- **Inclusivity**
- **Determination**
- **Professionalism**
- **Friendliness**
- **Togetherness**

MAIN PURPOSE OF ROLE:

The Clerk to the Board of Trustees will perform the duties of secretary and manage the business of the Board, including servicing Board meetings, advising Trustees and the Chief Executive Officer (CEO) on governance and compliance, and reviewing governance policies and procedures and related documentation.

RESPONSIBILITIES:

1. In consultation with the Chair of Trustees, CEO, produce a schedule of meetings and plan of business for the sub-group and full Board.
2. Prepare, in consultation with the Chair of Trustees, Chair of sub- groups and CEO, agendas for Board meetings and co-ordinate the timely provision of supporting papers in line with the Board's requirements.
3. Arrange the timely circulation of the agendas and supporting papers to Board members.
4. Attend Board meetings, taking minutes of them and a note of actions required; prepare timely minutes in a professional manner and in line with Charity Commission guidance, together with a note of actions to be taken.
5. Seek the Chair's approval of minutes and action notes and circulate them for confirmation to the Board.
6. Arrange for those responsible for follow-up actions from Board to be prompted as necessary
7. Coordinate effective liaison between the subgroups and full Board.
8. Advise the Chair(s), CEO, and other Board members on the management of Board business.
9. Keep up to date with charity legal requirements and guidance on matters relating to governance and compliance, and advise the Board as necessary, providing appropriate briefing notes.
10. Keep up to date with compliance requirements of Companies House and Charities Commission, as necessary.
11. Advise as necessary on the need for changes to terms of reference of the Board and the and any other aspects of the Board's work to promote effective governance.
12. Arrange all necessary filing with the Charity Commission and Companies House, including changes in trustees and their details.
13. Maintain the Registers of Conflict of Interests of Trustees and other relevant registers as required.
14. Undertake such other work as might be required effectively to promote effective governance and compliance, including reviewing governance policies and procedures, assisting in the review of governing documents and risk registers, assisting in the preparation of Trustees' Annual Reports, and assisting in the induction of new Trustees.
15. You will be required to always maintain confidentiality regarding all direct work with Carers and Children.

16. You will be expected to work within the policies and guidelines of Friends and Families and to undertake other duties as determined by the Chair of Trustees

PERSON SPECIFICATION

Friends and Families are a member of the Skills Builder Partnership; recognising the importance of developing a set of essential skills for individuals to thrive. The organisation incorporates the Skills Builder Universal Framework in the recruitment and personal development of its workforce. Further information can be found at <https://www.skillsbuilder.org>



- High level of administrative and organisational skills. Familiarity with Microsoft Office. E.
- o Experience of working for / supporting the secretariat functions of a corporate charity. D.
- o Detailed knowledge of governance and compliance requirements affecting both a corporate and a charity. D.
- o A good understanding of relevant legislation/guidance affecting the governance and compliance aspects of a corporate charity. E.
- o Interest in disability/carers issues. E.
- o A good understanding of conflict-of-interest resolutions. D.
- o Well organised and methodical. E.
- o Good written and verbal communication skills. E.
- o Ability to use own initiative.

DETAIL	SKILLS	ASSESSMENT
Education and qualifications	Good level of English and Maths (Essential)	Application form and interview

<p>Experience</p>	<ul style="list-style-type: none"> • Working for/supporting the secretariat functions of a Charity (Desirable) • A good understanding of relevant legislation/ guidance affecting the governance and compliance aspects of a corporate charity. (Essential) • Detailed knowledge of governance and compliance requirements affecting both a corporate and a charity (Desirable) 	<p>Application form and interview</p>
<p>Specific skills Essential unless otherwise stated</p>	<ul style="list-style-type: none"> • Innovative thinker • Creative and entrepreneurial • Excellent written and verbal skills • Good organisational, time management and planning skills in order to manage several projects concurrently • Numerate and analytical • Good IT skills including Microsoft 365, Outlook, Word, PowerPoint and Excel • Excellent interpersonal skills • A good understanding of conflict of interest resolutions (Desirable) 	<p>Application form and interview</p>
<p>Personal qualities Essential unless otherwise stated</p>	<ul style="list-style-type: none"> • A positive self-starter with a flexible outlook and an understanding of the needs of a charitable organisation • Attention to detail • Logical thinker • Ability to work autonomously and to deadlines • Ability to demonstrate initiative and drive • Flexible and adaptable • Persuasive and able to influence • Team player • Interest in disability/carers issues 	<p>Interview</p>

Any applicant who is offered employment will be subject to an **enhanced DBS** check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings as well as convictions. Applicants will have

the opportunity to discuss any disclosure information before a final decision is made as part of the post interview process.

Application process

Full application pack can be requested by emailing info@friendsandfamilies.org.uk . Closing date for applications is 12 January 2024.

If you require any more information on the job role, please contact Kay O'Shaughnessy, Founder/Chair, via email kay@friendsandfamilies.org.uk. Kay will then arrange an informal telephone conversation explaining more about the position.