

Job Description

Job title:	Clerk to the Board of Trustees
Responsible to:	Chair of the Board of Trustees
Hours:	A minimum of 200 hour per annum
Salary:	£15 - £20 per hour, depending on experience
Contract:	Fixed term contract for 12 months
Annual Leave:	Pro rata (based on full time 25 days per annum + bank holidays)
Pension:	Employer's contribution of 5%

About Jimmy's Cambridge

Jimmy's Cambridge is one of Cambridge's leading providers of support and accommodation to people who are and have been rough sleeping. We aim to help people get off the streets and into their own home, backed up with all the support we can offer from our talented and committed team of staff, volunteers and partners.

We have relationships with many people, organisations, businesses, and partners across Cambridge and beyond, who support the work that we do in many ways.

For more details on all that we offer visit our new website – www.jimmyscambridge.org.uk

Purpose of the Role

This is an administrative, advisory and information management role.

The post holder will be responsible for ensuring the effective continuity of the Trustees' governance and legal requirements, together with board-level governance-related records management for the charity. This means that all Trustee Board and governance business must be managed in accordance with statutory duties and legislation, local authority guidelines and protocols, and in keeping with professional advice from external agencies.

Contacts

The post holder is required to develop and maintain the following contacts, within the context of the job:

Internal contacts:

Chair of Trustees
Vice-Chair of Trustees
Individual Trustees

CEO
Senior Leadership Team
Jimmy's Staff

External contacts:

Potential Trustees
Solicitors
Auditors
NCVO
Voluntary groups, local and national businesses for the purpose of trustee recruitment

The post holder will not be working with residents or potential users of our service.

Key Responsibilities

Attending all Trustee Board meetings (approximately four per year), committee and other meetings as required, the post holder will be expected to:

Effectively administer for Trustee and committee meetings in conjunction with the CEO and Chair, by:

- Meeting with the Chair of Trustees/committee and CEO well in advance of each meeting, in order to prepare a focused and timely agenda for each Trustee Board meeting and committee meeting.
- Liaising with those Trustees or staff preparing meeting papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations.
- Ensuring that the CEO has prepared a report for distribution with the agenda for each full Trustee Board meeting, in good time, and in accordance with the format set by the Board.
- Being the point of contact for notification of all meeting apologies.
- Ensuring that the quoracy for meetings is determined in advance, monitored and maintained during all meetings, and declaring meetings inquorate when the situation arises.
- Taking swift and appropriate action where a meeting is likely to be inquorate.
- Record the attendance of Trustees at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent Trustees of the date of the next meeting.
- Review and amend if needed the minutes taken at committee meetings. Ensuring that all actions have a responsible person with timescales. Send drafts to the Chair and (if agreed by the Trustees), the CEO.
- Ensure that confidential items are minuted appropriately and that minutes reflect this.
- Circulating the draft approved minutes to all Trustees (members of the committee) and the CEO within the timescale agreed with the Trustees.
- Following-up any agreed action points with those responsible and inform the Chair of any issues arising.
- Ensuring that the distribution of confidential items is handled sensitively and appropriately.
- Devising and maintaining a 'minutes timeline/planner' for all the preparatory work and the follow up work for meetings and ensure that this timeline is adhered to in order to keep the Trustees organised and on task.

- Ensuring minutes of meetings are formally agreed at the following meeting and that the minutes are signed off by the Chair of that meeting.
- Maintaining a record of signed minutes of meetings in the relevant folders.
- Owning and maintaining the Trustee folder in Google Drive, ensuring that people have the right access to folders as agreed with the Chair. Ensuring that confidential items are securely stored with restricted access maintained.

Provide consistent and accurate legal and governance support to the Trustees and committees, by:

- Supporting the Trustees on governance legislation and procedural matters particularly before, during and after meetings.
- Acting as the first point of contact for Trustees with queries on statutory, procedural and governing Board matters.
- Accessing appropriate legal advice, support and guidance, and where necessary seeking advice and guidance from third parties on behalf of the Trustees.
- Informing Trustees of any changes to their responsibilities because of changes in the relevant legislation.
- Researching, sharing and offering advice on best practices in governance, including on committee structures and self-evaluation.
- Devising and maintaining an annual calendar/diary of Trustee meetings, events and statutory tasks.

Manage membership for the Trustee Board, by:

- Devising and maintaining for the Trustees a clear database of membership with personal contact details and details of each Trusteeship. This must be held and managed in accordance with the Data Protection Act and other Jimmy's Policies.
- Taking the lead on Trustee recruitment
- Advising Trustees in advance of the expiry of a trustee's term of office, so elections or appointments can be organised in a timely manner.
- Lead on the induction of all new Trustees, ensuring that they are aware of training expectations and how to access appropriate training and any other support and information that will be needed.
- Advise the Trustees on succession planning (of all roles, not just the Chair.)
- Maintain all Trustee records and information in line with Jimmy's policy and NCVO guidelines and data protection, security and insurance requirements. Lead the annual skills auditing process and collating the information into a report for presentation at full Trustee Board meeting.
- Ensure that any skills gaps on the Trustee Board are identified and inform part of any recruitment process.
- Organise external training for Trustees as requested.
- Chairing that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
- Maintaining a register of Trustees' pecuniary interests and ensuring the record of Trustees' business interests is reviewed regularly.
- Ensuring that the declared interests for all Trustees and associate members complies with the statutory requirements and good practice.

- Ensuring a Disclosure and Barring check (DBS) has been carried out on every Trustee in accordance with best practice and Jimmy's current policy.
- Maintaining a record of training and development activities undertaken by all Trustees.
- Advising the Chair of potential disqualification of Trustees through lack of meeting attendance.
- Maintaining copies of current terms of reference and membership of any committees and working parties and any nominated Trustees e.g., whistleblowing
- Maintaining records of Trustee correspondence (email and post).
- Prepare briefing papers for Trustees as requested.

The Clerk will also carry out the following duties:

- Support the Trustees to work as a team and a corporate Board, and in the best interests of Jimmy's.
- Ensure that all emails for Trustees are distributed and actioned where required.
- Develop and maintain a policy list and review schedule, and ensure that all required policies are compiled, agreed and scheduled for review on meeting agendas in line with any statutory and governance requirements.
- Clerk any appeal or grievance panels the Trustees are required to convene.
- Perform such other tasks as may be determined by the Trustees from time to time.

The Clerk will undertake the following personal development activities:

- Attend appropriate and regular training (internal or external) and development opportunities to maintain knowledge and improve practice.
- Undertake online data protection training and all relevant Jimmy's Policies and SOPs.
- Keep up to date with current charity law, NCVO guidance and legislation affecting charities.
- Keep a log of hours and all duties carried out in order to participate in regular performance management.

This list of responsibilities is neither exclusive nor exhaustive as the post holder may be required to undertake other duties and responsibilities commensurate with the nature of this role.

Person Specification

We are seeking an applicant who meets the following essential criteria and can achieve the desirable criteria.

Skills, knowledge and aptitudes

The applicant should be able to evidence and/or demonstrate the following:

- Excellent listening, oral, grammar, numeracy and literacy skills
- Sound experience in minuting meetings and/or note taking
- Knowledge of writing agendas and accurate concise minutes
- Excellent ICT skills including MS Word, MS Excel and use of email and internet
- Ability to organise own time and work to deadlines
- Ability to organise meetings and coordinate people
- Excellent record keeping, information retrieval, research and dissemination of data/documentation

- Confident speaking skills, especially in front of groups, and the ability to articulate well in clear English
- An understanding of, and sympathy with, the aims and objectives of Jimmy's

Qualifications and training

The applicant should be able to demonstrate:

- Willingness to regularly attend appropriate training

Experience

Have experience of:

- Excellent customer care skills and the ability to work with people from a diverse range of backgrounds
- Working in an environment where initiative and self-motivation are required
- Working and developing as a member of a team

Personal attributes

- Be able to maintain confidentiality
- Be able to remain impartial
- Have a positive attitude to personal development and training
- Have excellent interpersonal skills
- Be confident in dealing with people in occasional complex and sensitive circumstances

The applicant must:

- Be able to work at times convenient to the Trustees, as detailed below
- Be confident about working independently
- Be able to travel to meetings
- Be available to be contacted by mobile telephone
- Have own secure access to a PC, printer and internet facilities

Working Hours

The post holder will need to be flexible in their approach to the post as there is no fixed pattern of working hours, but adequate notice will be given of any planned meetings.

The Clerk must be able to attend daytime and evening meetings, make regular visits to Jimmy's premises in Cambridge, attend training events (daytime and evening) and work from home to complete administrative and research duties.



Jimmy's Core Values

1. Confidentiality
2. Honesty
3. Inclusion
4. Professionalism
5. Passion for the work we do
6. Empathy
7. Respect