



EFFINGHAM VILLAGE RECREATION TRUST

EVRT

New Position - Clerk to the Trustees

This is a new part-time post, the purpose of which is to support the volunteers who make up the Board and thus the Trust itself. The need is for an experienced, conscientious and flexible individual to take over responsibility for much of the clerical work, but also to oversee and steer the regular annual timetable of governance duties. The postholder will be required to take up the role as soon as possible. Funding for this post has been made available by Effingham Parish Council.

Job Description

The individual will report to the Chairman of the Trustees and be responsible for:

- Arranging meetings (Board and AGM), drawing up Agendas, taking notes, preparing Minutes, and distributing papers
- Preparation of papers for third party meetings in conjunction with the Trustees as appropriate
- Maintaining statutory and legal registers and making appropriate filings to statutory bodies, donors and grant givers as appropriate
- Monitoring the changing statutory and charity framework and keeping the Trustees aware of relevant developments and necessary actions, including GDPR
- Assisting on legal issues, including licence agreements, key sub-contractor agreements, leases etc
- Contributing to and maintaining the archive of procedures, policies, correspondence etc
- Assisting in the preparation of grant submissions together with the General Manager and Trustees

Hours and Salary

The role is part time with an anticipated 10 hours per week; exact hours and salary to be agreed. Board meetings (one every two months). the AGM, and other ad hoc meetings held by the Trustees for example with user groups, project partners, professionals etc (allow for 2 every month but may on occasion be more frequent) are normally held on weekday evenings at KGV and it would be essential for the postholder to be willing to attend these. Some meetings the postholder is likely to need to attend at a time also convenient to others will occur during the working week, for example meetings with legal advisers. Beyond this, it is anticipated that the post-holder would work from home and fulfil the agreed hours in a flexible way. There may be the possibility of office space at KGV contingent upon the refurbishment of 'the flat'.



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Abilities and Qualifications

Excellent listening, oral, grammar and literacy skills
Experience of drawing up Agendas and accurate concise Minutes
ICT including keyboarding skills and use of email and the internet
Record keeping, information retrieval and dissemination of trust board/governing body data/documentation
Knowledge of current charity/ trust board/governing body procedures and legal requirements
Knowledge of data protection legislation

Attributes

Ability to maintain confidentiality at all times and be a person of integrity
Have a flexible approach to working hours
Be sympathetic to the needs of others
Have a positive attitude to personal development and training
Excellent interpersonal skills

Interested?

To find out more or discuss details of this post, please contact the Chairman of the Trustees in confidence on trustees@evrt.org.uk or leave a letter with your contact details marked 'Confidential - for the attention of the Trustees' at KGV Hall, Browns Lane, Effingham, Surrey, KT24 5LG. To apply, please send in your CV as above.

Closing date for applications Monday 26 August 2019

Date for interview to be arranged.

The Managing Trustees
12 August 2019