



Job Description	
<b>Job Title:</b> Clerk to Directors	<b>Section:</b> Business and Admin
<b>Work Location:</b> All Aspire Sites as required	<b>Grade:</b> 6 (SP 15-20)
<b>Reporting to:</b> Board of Directors	
<b>Date of issue:</b> January 2024	
<p><b>Job Purpose:</b></p> <p>The post holder will provide advice and guidance to the Board of Directors on governance, constitutional and procedural matters along with contributing towards the efficient and effective functioning of the Board of Directors by providing:</p> <ul style="list-style-type: none"> <li>• administrative and organisational support</li> <li>• guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance</li> <li>• advice on procedural matters relating to the operation of the board</li> </ul> <p><b>Context in which Aspire Foundation Jobs are carried out:</b></p> <p>Currently the Foundation delivers services from Children and Family Centres across Cheltenham, Tewkesbury, and from Stroud and the Cotswolds, from the 1<sup>st</sup> April 2024. Staff are required to work as a single team according to service area and be prepared to work flexibly across all sites operated by Aspire Foundation as the need arises.</p>	

Key Responsibilities:	
1.	<p><b>Organising meetings, hearings and appeals</b></p> <p>The clerk prepares for and administrates meetings, allowing the board to make effective use of their time and focus on strategic matters. The clerk supports the effective running of meetings by:</p> <ul style="list-style-type: none"> <li>• working with others to prepare agendas and liaising with those preparing papers to make sure they are available on time</li> <li>• convening meetings and distributing papers as required</li> <li>• ensuring meetings are quorate, inclusive and well structured</li> <li>• overseeing election of officers</li> <li>• recording attendance/apologies and taking appropriate action in relation to absences</li> <li>• taking minutes indicating who is responsible for any agreed actions with timescales, and circulate as agreed with the governing board</li> <li>• circulating draft and approved minutes to all Directors / members of the committee within the timescale agreed with the board</li> <li>• following up on agreed action points with those responsible and informing the chair of progress</li> </ul>

2.	<p><b>Providing advice and guidance</b></p> <ul style="list-style-type: none"> <li>• advising on legal duties and governing practice</li> <li>• advising on constitutional requirements</li> <li>• advising on board procedures</li> <li>• advising on statutory guidance and policies</li> <li>• advising on annual tasks and decisions</li> <li>• advising on Director CPD</li> <li>• accessing external advice as appropriate</li> <li>• supporting issue resolution</li> </ul>
3.	<p><b>Administration and record keeping</b></p> <p>The clerk supports the board in maintaining records of policies and procedural documents and ensures these are accessible. This includes:</p> <ul style="list-style-type: none"> <li>• maintaining membership records including contact details of board members, terms of office and informing any relevant authorities of changes to membership details</li> <li>• advising directors in advance of the expiry of a Directors term of office and the impact of this on the board's capacity, diversity and skills mix</li> <li>• establishing, in discussion with the board, open and transparent vacancy filling processes and efficient procedures for election and appointment</li> <li>• giving procedural advice and assisting with the management of director elections</li> <li>• advising the board on succession planning for all board roles</li> <li>• maintaining governing documents such as terms of reference and signed minutes</li> <li>• collating, maintaining and ensuring correct publication of information about directors such as any pecuniary interests</li> <li>• maintaining a record of board CPD</li> <li>• ensuring Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the board where it is appropriate to do so</li> <li>• maintaining records of board correspondence</li> <li>• drafting correspondence on behalf of the board</li> </ul>
3.	<p><b>Maintaining relationships and communication</b></p> <p>Good relationships between the clerk and members of the board are essential for open communication. Clerks also have a role to play in supporting and advising the directors on their self-review and development.</p> <p>The clerk should fulfil these responsibilities, whilst maintaining independence, by:</p> <ul style="list-style-type: none"> <li>• maintaining professional working relationships with the chair, and all directors and Senior Management Team</li> <li>• communicating on board matters outside of meetings.</li> <li>• where appropriate, liaising on behalf of the board (such as for external reviews of governance)</li> <li>• contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development</li> <li>• participating in regular performance management with the chair</li> </ul>

4.	<b>Ensuring compliance</b> <ul style="list-style-type: none"> <li>ensuring meetings are quorate</li> <li>overseeing the review of required policies</li> <li>publication of governance information on Aspire Foundation website</li> <li>advising on data protection requirements</li> <li>overseeing board recruitment processes</li> <li>coordinating safeguarding checks on directors</li> <li>monitoring eligibility of board members to serve, including on committees if applicable</li> <li>notifying disqualifications, expiry of office etc.</li> <li>statutory registers and filing returns</li> <li>keeping up to date with current charity commission / companies house developments and legislation affecting governance</li> </ul>				
5.	<p>To be able to evidence the four Aspires values at all times:</p> <table border="1"> <tr> <td> <b>Respect</b>  <i>"We value, accept, listen and support everyone"</i> </td><td> <b>Integrity</b>  <i>"We are honest, dependable and accountable for our actions"</i> </td></tr> <tr> <td> <b>Collaboration</b>  <i>"We believe in the power of working together"</i> </td><td> <b>Excellence</b>  <i>"We strive to do our best through innovation &amp; learning"</i> </td></tr> </table>	<b>Respect</b> <i>"We value, accept, listen and support everyone"</i>	<b>Integrity</b> <i>"We are honest, dependable and accountable for our actions"</i>	<b>Collaboration</b> <i>"We believe in the power of working together"</i>	<b>Excellence</b> <i>"We strive to do our best through innovation &amp; learning"</i>
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20.	<b>Equality, Diversity and Inclusion</b> <p>Assist in the implementation of Aspire Foundation equal opportunities objectives with particular reference to any targets/positive actions set out in the Fairness and Diversity Strategy &amp; Equalities Act 2010.</p>				
21.	<b>Safeguarding</b> <p>To apply good safeguarding practice at all times and ensure that those policies and procedures are followed and that safeguarding training is undertaken when requested and to keep knowledge and practice up to date.</p>				
22.	<b>Health and Safety</b> <p>To ensure a high priority is given to the management of health and safety; that all legal responsibilities are met by carrying out risk assessments and taking appropriate action as requested. To take a pro-active approach in ensuring personal health and safety is considered at all times and not to act in a way that puts anyone at unnecessary risk.</p> <p><b>Special Conditions</b></p> <ul style="list-style-type: none"> <li>The post holder may be required to travel across the localities therefore will need to have appropriate means of transport and business insurance to carry out their duties.</li> <li>The post may involve work out of normal office hours to include evenings and weekends.</li> <li>Enhanced DBS check required.</li> </ul> <p><b>Principal Contacts</b></p> <ul style="list-style-type: none"> <li>Directors / External Partners / Senior Management Team / Children and Family Centre staff,</li> </ul>				

Person Specification		
<b>Job Title:</b>	Clerk to Directors	
<b>Grade:</b>	6	
<b>Work Location:</b>	At any Aspire Site as required	
<b>Date job description prepared/updated:</b>		January 2024
ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• GCSE Grade C (or equivalent) in English and Maths.</li> <li>• Level 2 in Business and Administration or equivalent.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• General office administrative experience.</li> <li>• Experience in providing administrative support to an individual or organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting a governing body or board of directors</li> </ul>
<b>Knowledge / Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Computer literate, preferably in a Windows and Excel environment.</li> <li>• Minute taking</li> <li>• Knowing when to deal with enquiries and when to pass tasks onto other colleagues.</li> <li>• Communicate effectively with a wide range of individuals, both verbally and in writing.</li> <li>• Willing to undertake further training to fulfil job role.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to use initiative and a positive outlook.</li> <li>• Forward planning and multi-tasking.</li> <li>• Efficient with a helpful disposition.</li> <li>• Calm under pressure.</li> <li>• Thorough and attentive to detail.</li> </ul>	
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>• Must be committed to working as a member of a team to provide a high level of support to others.</li> <li>• Discreet &amp; confidential whilst remaining professional, tactful &amp; sensitive.</li> <li>• Driving Licence with business insurance.</li> <li>• Willingness, if necessary, to work in other team environments across other sites.</li> <li>• DBS clearance.</li> <li>• Willing to work flexibly with some evening meetings</li> </ul>	