

Job Description

Post:	Clerk to the Corporation
Salary:	Subject to experience based on AOC salary data Currently expected to be not less than a pro rata of £55,000 (0.6fte)
Responsible to:	Chair of the Corporation

Please note that because of the requirement for independence, this post may not be combined with another post in the College or at a different college.

Key Purpose:

- The Clerk to the Board of Governors has a central role in supporting the effective governance of the Board and the proper conduct of its business.
- The post holder is responsible to the Board for ensuring that their proceedings are conducted in accordance with the provisions of the Instrument and Articles of Association, and rules and regulations made under the Articles, the Education Acts (as modified or replaced from time to time) education, charity and the general law.
- The post holder is accountable to the Board, through the Chair, on all matters relating to his or her duties and supports the Board and its members in evaluating their effectiveness and gives advice on governance development within the sector and beyond.

Main Duties and Responsibilities

- Provide independent advice to the Board and Principal on the role, function and constitution of the Board of Governors and its committees in relation to:
 - the instrument and articles of association
 - the financial memorandum
 - the audit code of practice
 - the standing orders of the Board of Governors
 - the terms of reference and standing orders of the committees of the Board
 - the financial regulations and financial procedures of the College
 - the code of conduct
 - The Code of Governance
 - Senior post holder recruitment and employment matters
 - any other relevant legislation and regulations and governance development and to make available professional advice to the Board and to individual Board Members as required.

- Provide briefings for members of the Board, non-governor members and, in particular, the Chair of the Board and the Chairs of Committees and working groups on current issues in the sector and on governance issues generally.
- Act as a reference point for all enquiries relating to the Board of Governors
- To ensure that all statutory and regulatory governance, company and charitable returns are made.
- Determine the dates of meetings and establish an annual cycle of business
- Organise and attend all Board, Committee and Working Group meetings, having regard to the provisions of the instrument and articles of association and the approved standing orders
- Liaise with all relevant parties in order to prepare agendas for meetings, obtain required reports and to arrange the timely distribution of documents to members and other relevant parties
- To prepare reports on governance and other issues falling within the terms of reference of the Board.
- Prepare minutes of meetings and consult the appropriate Chair (and others, as appropriate,) on the accuracy of the draft
- To advise the Board and Governance & Search Committee on expected and actual Board vacancies and prepare recruitment materials.
- Liaise with individuals and bodies on membership in line with the wishes of the Search and Governance Committee and the Board.
- Prepare and issue letters of appointment on behalf of the Board of Governors and arrange the induction programme for new members of the Board.
- Monitor the attendance of members, having regard to the instrument of government and the standing orders and to advise the Board accordingly
- Draft and keep under review the standing orders and to suggest to the Board possible improvements and amendments to meet changed circumstances
- In liaison with the Chair and Principal, keep under constant review the terms of reference of the committees and working groups to suggest to the Board possible improvements and amendments to meet changed circumstances
- Maintain the register of members' interests and to make this available for review by interested parties
- Handle correspondence on behalf of the Chair and the Board.
- Be responsible for the proper use of the College seal

- Support the Board in the identification of individual and Board training needs and participate in the provision and organisation of the training.
- Support the Board of Governors in evaluating their own effectiveness, including:
 - Arranging the process of annual self–assessment.
 - Supporting the Board during external inspection.
 - Arranging for independent evaluation of the work of the Board where appropriate.
- Oversee the administration and processing of governor expenses claims.
- Ensure compliance with the law as regards public access to Governing Body papers

General Duties:

- To commit to ongoing professional development by undertaking job related training
- To contribute to the planning and development of the service as a member of the team
- To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented
- To actively promote the College's Equality, Diversity & Inclusivity policy, encouraging staff awareness and participation in all areas
- To actively promote the College's Safeguarding policy and be aware of your responsibilities to report concerns
- To carry out duties pertinent to the scope of the post as directed by the Chair of Corporation, the Principal or other senior managers of the College

The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.

All post holders are expected to comply with all of the College's policies and codes of practice in relation to Equality, Diversity & Inclusivity, Safeguarding, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:
Name of the post holder:
Corporation Chair to sign and date the job description:
Name of the Corporation Chair:

Person Specification – Clerk to the Corporation

	<i>The successful candidate will fulfil the following essential requirements, and will also ideally hold the desirable attributes</i>	Essential	Desirable	Likely to be assessed by I = Interview AF = Application Form C = Certificate T = Task
	Qualifications			
1	Be educated to degree standard or equivalent professional qualification	√		AF / C
2	Have a professional Clerking qualification or be willing to undertake the qualification		√	I / C
	Knowledge			
3	Knowledge of committee servicing / provision of clerking services	√		I / AF
4	Knowledge of Equality and Diversity, Safeguarding and Health and Safety	√		I / AF
5	Good working knowledge of relevant software	√		I / AF
6	Understanding the ethical and legal framework affecting the FE Sector	√		I / AF
	Abilities / Skills / Experience	√		
7	Able to interpret and advise appropriately in matters relating to governance	√		I
8	Have experience of advising governors / or senior staff in areas of expertise	√		I / AF
9	Have experience of committee servicing and have an appreciation of the principles of governance	√		I / AF
10	Be willing to work flexible hours in response to the requirements of the service and be prepared to attend evening meetings	√		I
11	Be able to rapidly assimilate information related to governance	√		I
12	An ability and willingness to use own initiative where appropriate and operate flexibly	√		I
13	Able to establish relationships based on trust with governors, senior managers and outside agencies	√		I
14	Ability to analyse and solve problems or suggest solutions	√		T
15	Able to communicate with outside agencies both in writing and verbally	√		I / T
16	Able to use diplomacy and understand the requirements for discretion to maintain confidentiality on sensitive information	√		I
17	Excellent interpersonal skills with the ability to deal with people at all levels internally and externally	√		I
18	Excellent administrative and organisational skills and able to produce documents in good written English	√		I / T
19	The ability to gain and sustain confidence and credibility with the Corporation, the Principal and SLT and external agencies	√		I