

PERSON SPECIFICATION & JOB DESCRIPTION

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| JOB TITLE: | Clerk to the Board of Trustees |
| ACCOUNTABLE TO: | Chair of the Board |
| CONTRACT TYPE: | Permanent |
| JOB TYPE: | 2 days per month |
| LOCATION: | Art Academy London, 165a Borough High Street, London SE1 1HR |
| SALARY: | £15-18 per hour, dependent upon experience |
| CLOSING DATE: | 11:55 on Sunday 26th March 2023 |
| INTERVIEWS: | To be held the week beginning 3rd April 2023 (we reserve the right to interview on a rolling basis). |

MAIN PURPOSE OF POSITION

The main purpose of the role is to provide secretariat services and advice to the Board of Trustees on governance, constitutional and procedural matters. The Clerk will also provide effective administrative support to the Board of Trustees and its committees. They will ensure the Board of Trustees is properly constituted, and will manage information effectively in accordance with legal requirements.

ABOUT US

Art Academy London is a young and innovative art school, offering courses that are designed and delivered by expert practising artists. The organisation is at an exciting juncture in its history with major plans to consolidate and expand its position within the HE sector over the next five years. AAL is an equal opportunities employer and recognises that a diverse workforce can enhance creativity and innovation in the workplace. As such, we welcome applications from a diverse range of backgrounds.

WHAT WE OFFER

- An exciting role in a young and dynamic organisation with opportunity to make a real impact by growing the role
- Emphasis on professional development with close support from the wider team, and opportunities for formal training and organisation-wide knowledge sharing
- Competitive salary, pension and 20 days annual leave plus bank holidays and Christmas
- Opportunity for flexi-working
- Comprehensive Employee Assistance Programme to promote physical and mental wellbeing
- Free spaces on evening, weekend and short courses, where spaces are available
- Opportunity to participate in a cycle to work scheme

ROLES & RESPONSIBILITIES

Advice

- Keep up-to-date with charity and HE legal requirements and guidance on matters relating to governance and compliance, and advise the Board as necessary, providing appropriate briefing notes.
- Act as the first point of contact for Trustees with queries on procedural matters.

- Inform the Board of any changes to its responsibilities as a result of a change in the relevant legislation.
- Offer advice on best practice in charity and HE governance, including on committee structures and self-evaluation.
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of members of the AAL executive team.
- Advise and provide information on the annual calendar of Board meetings and tasks.
- Send new Trustees induction materials and ensure they have access to appropriate documents.
- Contribute to the induction of Trustees taking on new roles.
- Conduct skills audits and advise on training requirements and the criteria for appointing new Trustees to relevant vacancies.
- 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 and assisting in the preparation of Trustees' Annual Reports.

Administration of meetings

- Set dates for Board meetings annually, in consultation with the Chair and Principal, and advise the Board of these.
- With the Chair, Principal and Director of Operations, prepare agendas for Board and committee meetings.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations.
- Ensure Board meetings are quorate.
- Record the attendance of Trustees at meetings and any apologies.
- Draft minutes of Board meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and (if agreed by the Board) the Principal and Director of Operations.
- Circulate the reviewed draft to all Trustees (or members of the relevant committee), Principal and Directors within the timescale agreed with the Board.
- Follow-up any agreed action points with those responsible and inform the Chair of progress.

Membership

- Advise Trustees in advance of the expiry of a Board member's term of office, so elections or appointments can be organised in a timely manner.
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
- Maintain a register of Trustees' interests, skills audit and other registers as required.
- Maintain a record of training undertaken by members of the Board.
- Maintain Board meeting attendance records and advise the Chair of potential disqualification through lack of attendance.
- Advise the Board on succession planning (of all roles, not just the chair).

Information

- Maintain up to date records of the names and addresses of Trustees and their term of office, and inform the Board of any changes.
- Maintain copies of current terms of reference and membership of any committees and working parties.

- Maintain a record of signed minutes of meetings and ensure copies are published as agreed at meetings.
- Maintain records of Board correspondence.
- Manage and administer the rotating review and approval of all AAL policies by Trustees, in consultation with the Director of Operations and the Director of Quality, Standards and Student Experience.
- Ensure copies of AAL policies and other documents approved by the Board are kept and published as agreed, for example, on the website.

Additional Services

- Perform such other tasks as may be determined by the Board from time to time.

PERSON SPECIFICATION

Essential skills & experience

- At least two years' experience of working as a Clerk to the Board of Trustees, ideally in an arts education charity or HE setting.