



BOARD CLERK - JOB DESCRIPTION

ABOUT CITY HARVEST

City Harvest is London's original food redistribution charity on a mission to rescue food, people, and the planet! Our HQ is in Acton Central, with satellite food rescue sites in east and south London. Our mission is to alleviate food poverty across the capital and reduce industry food waste and its harmful effects on the planet. We currently rescue and deliver enough free food for over 1.5 million meals a month to London communities. Our work environment is dynamic and exciting. We operate from a modern office, attached to our food rescue warehouse where all the action happens. We provide a supportive working environment, and opportunities to grow and learn while making a real difference.

ABOUT THE ROLE

The Clerk will be closely involved in monitoring the requirements affecting our charity and its activities, whilst ensuring that the Trustees' decisions are acted upon and that all decisions made by the Trustees reflect the objects of the charity and continue to provide public benefit. In addition, the Clerk will be responsible for keeping the "conscience" of our charity, by way of ensuring that the Trustees continue to comply with the relevant legislative and regulatory requirements the charity is subject to.

The Board Clerk is primarily responsible for the smooth and efficient running of meetings of the Trustee Board, providing assistance and support to the Chair of the Board of Trustees. Trustees will meet on a regular basis. In addition, you will be tasked with monitoring the Trustee Board member action points, as well as overseeing the Trustees Area on Google Drive, ensuring content is complete and in date.

KEY RESPONSIBILITIES

- Provide administrative support to the Board of Trustees and sub committees within the organisation to enhance their effectiveness, ensuring they function smoothly and contribute meaningfully to the organisation's objectives.
- Prepare for Board meetings with the Chair, CEO and others as appropriate by planning meeting dates, book rooms (if applicable), send out notifications, minutes, follow-ups and other papers as appropriate.
- Onboard new Trustees, e.g. introducing them to the organisation, its mission, and their specific roles and responsibilities, ensuring they are well-prepared to contribute effectively.
- Manage all necessary paperwork related to the trustees, including documentation for new trustees and processes for handling departing trustees. This ensures that all administrative aspects are handled efficiently and in compliance with organisational policies.
- Provide support to the Food Council within the organisation to function effectively.
- Draw up meeting agendas in liaison with the Chair and/or CEO.

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- Take minutes at Board meetings, accurately record decisions and actions in the minutes and report to the next Board meeting on the progress of actions and the result of decisions.
- Deal with all Board correspondence, draft letters and emails as agreed at Board meetings, summarising correspondence/emails received and drafting replies as appropriate.
- Making suitable arrangements for any reporting requirements, ensuring that Trustee decisions are implemented in accordance with the charity's governing document or other internal operational procedures.

ABOUT YOU

The ideal candidate will have excellent communication skills (listening, verbal and literacy skills). You will be highly organised and methodical with a proven ability to store and retain accurate information and records while meeting deadlines. The role requires an ability to take accurate and clear minutes of meetings, publish them once authorised (and within 5 working days of the Trustees' meeting). You will also have a proven track record of organising meetings, events and other activities as and when required while keeping matters strictly confidential at all times. There will be an induction process at the beginning of the role to help you understand the organisation, your role, and the expectations, ensuring a smooth transition into their new position.

DESIRED SKILLS & EXPERIENCE

- 3+ years' experience in a similar role supporting a charity Board is essential.
- Excellent time-management and organisational skills.
- Ability to cope with high work volumes and perform well under pressure.
- Excellent interpersonal and communication skills and the ability to build healthy work relationships.
- Problem-solving skills and positive, proactive "can-do" attitude.
- Technological proficiency in relevant software – e.g. proficiency in Microsoft Office, Outlook, and Google products.

QUALITIES REQUIRED FOR SUCCESS AT CITY HARVEST

- Charitable
- Compassionate
- Community-focused
- Aspiring
- Trustworthy
- Collaborative team player



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JOB DETAILS

- **Job Type:** Part-time, permanent.
- **Days of work:** 2 days in a calendar month (to be worked Monday to Friday).
- **Salary:** £13.50 per hour (negotiable depending on experience).
- **Place of Work:** Unit 8, Acton Park Industrial Estate, London, W3 7QE.

City Harvest London is an equal opportunities employer and is committed to creating an inclusive and diverse workplace. We believe in treating all employees, volunteers, candidates, and stakeholders with fairness and respect. We value the unique perspectives and experiences that individuals from different backgrounds bring to our organisation, and we strive to foster an environment that promotes equal opportunities for all.

We adhere to the Equality Act 2010 and our policy is to be fair and consistent in all aspects of our organisation. Our recruitment and selection processes are designed to select candidates based on their abilities and merits to perform the tasks required. All applications received will be dealt with confidentially and subject to our company's recruitment and selection processes. Employment is subject to satisfactory pre-employment checks and eligibility to live and work in the UK.

At City Harvest London, we embrace equality as part of our ways of working because we believe it is the right thing to do for our people, our community, and our success. We do not discriminate in employment based on race, religion, sexual orientation, national origin, political affiliation, disability, age, marital status, medical history, parental status, or genetic information.