



Job Title: Clerk to the Trustees

Hours: Ad hoc, with attendance at a minimum of four Board meetings per year; approximately 6 hours per month

Location: Across North Worcestershire / hybrid and flexible working available

Reports to: CEO and Chair

Salary: £15 per hour

Annual Leave: 25 days plus 8 bank holidays (pro-rata)

Contract Type: Permanent

About the Organisation

Age UK North Worcestershire is an independent local charity supporting people aged 50+ across the region. Through Information & Advice, At Home Support, Befriending, Men in Sheds, community groups and charity shops, we help people remain independent, connected and well.

We are a warm, values-led charity where people matter, both those we support and those who work with us.

Job Purpose

To support the effective governance of the charity by providing high-quality clerking, administrative and advisory support to the Board of Trustees, enabling them to fulfil their legal and strategic responsibilities in accordance with charity law and the organisation's governing document.

Key Responsibilities

1. Board meetings and governance

- Plan, organise and administer all Board and committee meetings, including scheduling and attendance tracking.
- Prepare and distribute agendas in consultation with the CEO and Chair.
- Take accurate minutes of meetings, capturing decisions, actions and dissenting views; circulate drafts promptly and maintain approved minutes.
- Monitor and follow up actions arising from meetings.

- Support sub-committees and working groups as required.

2. Legal and regulatory compliance

- Maintain and update the charity's governing document, register of trustees and conflicts of interest register.
- Advise trustees on their legal duties under the Charities Act and Charity Commission guidance.
- Ensure the timely submission of the annual return, accounts and other statutory filings to the Charity Commission.
- Keep abreast of changes in charity law and governance best practice, briefing trustees as appropriate.
- Maintain records in compliance with GDPR and data protection requirements.

3. Trustee support & induction

- Coordinate the recruitment, appointment and induction of new trustees, providing orientation materials and signposting to training.
- Maintain trustee declarations, DBS checks (where applicable) and skills audit records.
- Act as the first point of contact for trustees on governance and administrative matters.
- Support the annual Board effectiveness review process.

4. Administration & records

- Maintain secure and well-organised governance records, including Board papers, minutes, policies and declarations.
- Draft and review key governance policies for trustee approval.
- Undertake any other administrative duties required to support effective Board functioning.

Person Specification

Essential:

- Experience in a governance, board secretarial or senior administrative role.
- Knowledge of charity law and Charity Commission requirements.
- Excellent minute-taking and written communication skills.
- Strong organisational skills and effective time management.
- Discretion and the ability to handle sensitive information confidentially.
- Proficiency in Microsoft Office and document management systems.

Desirable:

- Experience in the charity or not-for-profit sector.
 - Familiarity with Companies House filings for charitable companies.
 - Understanding of GDPR and data protection best practice.
 - Experience of supporting Board effectiveness reviews.
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Key Competencies

- Proactive and self-motivated, with a collaborative approach.
 - Diplomatic, tactful and professional at all times.
 - Commitment to the charity's mission and values.
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Other Requirements

- Commitment to equality, diversity and inclusion.
 - Willingness to undertake DBS checks if required.
 - Occasional travel may be required.
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Benefits

- Ongoing learning and development opportunities.
 - Access to the Age UK Discount Portal (Aon).
 - PureGym membership discount.
 - Blue Light Card access.
 - Tickets for Good – access to free or discounted event tickets.
 - Bupa Employee Assistance Programme (24/7 wellbeing support).
 - Wellbeing resources and support.
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How to Apply

Please submit your CV and a covering letter outlining how your experience aligns with the role and the organisation's mission.
