

## The Chichester Welfare Trust

### Clerk to the Board of Trustees Chichester Welfare Trust

|                       |                                                                                         |
|-----------------------|-----------------------------------------------------------------------------------------|
| <b>Location:</b>      | Chichester, West Sussex (primarily in-person meetings, with occasional online meetings) |
| <b>Fee:</b>           | £150 per meeting (inclusive of preparation, attendance and production of minutes)       |
| <b>Job Type:</b>      | Part-time (4 1-hour meetings per annum, plus light governance support in between)       |
| <b>Accountable to</b> | Chair of the Board of Trustees                                                          |
| <b>Main contacts</b>  | Chair of the Board, Trustees, and any relevant administrative support                   |

**About the Trust** *Chichester Welfare Trust is a registered charity dedicated to the prevention or relief of poverty in the local community through grants and partnerships. The Board of Trustees provides strategic oversight and ensures the Trust fulfils its charitable objectives effectively. Trustees are volunteers and meet regularly to review applications, governance, and impact.*

**The Role** The Clerk to the Board of Trustees ensures that meetings are well organised, effectively administered, and accurately recorded, while also providing light-touch governance support between meetings. The Board meets approximately four times per year. Meetings are typically held during working hours and normally last one hour. Dates are agreed in advance.

#### Key Responsibilities

##### Meeting administration:

- Monitor and manage the Clerk email account
- Liaise with the Chair to prepare agendas in advance of meetings
- Compile and circulate meeting papers in a timely manner
- Attend Board meetings and take accurate minutes
- Produce and circulate draft minutes (ideally within one week)
- Maintain an organised record of agendas, papers, and minutes

##### Governance support (between meetings):

- Maintain up-to-date governance records, including Trustee appointments and terms
- Support compliance with governance requirements and good practice
- Assist with maintaining key governance documents and policies
- Provide ad hoc administrative support to the Chair on governance matters
- Support any follow-up actions or correspondence arising from meetings

##### Personal Qualities

This role would suit someone with:

- Strong organisational skills and attention to detail
- Excellent written English and minute-taking ability
- High levels of integrity and discretion
- Good digital skills (e.g. document-sharing platforms and online meetings)
- Reliability and the ability to commit to scheduled meetings

**To Apply** If you are interested in supporting the work of Chichester Welfare Trust, please apply by submitting a short statement outlining your interest and relevant experience, your CV and two references, to Nick Taunt – Interim CWT Chair [nicktaunt@gmail.com](mailto:nicktaunt@gmail.com) . Closing date: Monday 21 September. Interviews to be agreed at a mutually convenient time.

Charity number: 1151886