



Job Title: Clerk to the Board

Hours: 15-20 hours per month

Salary: £15 per hour, additional holiday pay

Term: 2 years fixed term contract with the possibility of extension (6 months probationary period)

Location: The role can be worked remotely however the candidate will ideally be based in Swansea or South Wales. The role will include regular travel to Roots in Swansea, at least once every quarter, for face to face Board meetings and ad hoc tasks.

THIS POST IS SUBJECT TO AN ENHANCED DBS CHECK

About You

Are you highly organised and good at problem solving as well as talking to people and managing relationships? Do you want to support and develop our Board of Trustees so that we can help more young people and their carers as the organisation grows?

We are looking for someone to support the Board of Trustees in the smooth running of Roots. As Clerk to the Board you will work on 4 main areas:

Board Administration

- Liaising with the Trustees on meeting dates and logistics
- Preparing meeting agendas and discussion papers alongside the Chair
- Drafting minutes and recording actions
- Following up actions with those responsible
- Managing the Trustee Google drive to ensure it is organised and focused

Communication

- Maintain the working relationships between the Board of Trustees, senior management and centre staff, ensuring effective channels of communication and feedback
- Ensuring all Roots staff, volunteers, carers and young people are kept up to date on the work of the Board and that effective two-way communication is maintained



Board compliance and advice

- Ensure the Board is compliant with all legal and statutory requirements such as paperwork and governance.
- Keep a record of all Trustee training, and ensure new Trustees have the correct induction.

Trustee Recruitment

- Work on the recruitment of new Trustees including advertising on the relevant platforms
- Administration of the recruitment process including scheduling interviews, managing the recruitment drive folder and ensuring all relevant paperwork is complete.
- Support the Chair to provide appropriate training for new Trustees.

It is expected that the Clerk to the Board will also take on other responsibilities such as helping to maintain and manage the Google Drive, ensuring information is managed correctly.

Person Specification

Desirable

You do not need to have all of the experience listed below, we are looking for the right person to fit our team and a willingness to learn. Full training can be provided for the right candidate.

- Highly organised, self-starter who works well from own initiative
- Experience running board level meetings including taking minutes and managing actions
- Experience working with senior management
- Experience in project management
- Excellent IT skills and willingness and ability to learn new systems
- A business or administration qualification
- Understanding of the experience of young people and children in care or who have experienced trauma.

Think you'd like to work with us but not sure if you should apply or just want to find out more? Drop us an email to discuss the role in more detail at annie@roots.wales.



About The Roots Foundation Wales

We are an award-winning charity supporting children and young people in care, those transitioning to independent living and care leavers. We also support foster and kinship carers.

In 2017 we featured on a BBC1 DIY SOS & Children in Need special and as a result we have a beautiful centre with 3 semi-independent living flats attached. Our Transition to Independent Living programme is bespoke and holistic in its approach and aims to teach young people on the cusp of leaving care (16-19 years old) independent living skills to aid a smooth and positive transition into adulthood.

We have a team of youth workers, night staff and volunteers who run groups, activities and clubs throughout term time and school holidays for young people aged 4-25. We hold coffee mornings for carers, a playgroup for young parents and activity groups ranging from crafts club to cookery, youth club and movie nights.

As a result of increased funding and an enthusiastic Board of Trustees we are keen to grow our team so that we can offer more opportunities to even more young people and carers.

A message from our Youth Panel

“Roots is our home from home, it's a place where we can share our personal experiences and always be supported. Building good relationships with the staff and other young people is very important to us. It's important to have staff who are respectful, caring and trustworthy while being able to have fun and enjoy a bit of banter! We need someone who is honest, responsible and appreciative of the fact that Roots is like our family.”