

## Clerk to the Board of Trustees Information Pack

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Dear Candidate,

**CLERK TO THE BOARD OF TRUSTEES VACANCY**

Thank you for your interest in the above position at ColegauCymru.

This Information Pack contains:

- Information about our organisation
- Job Description - purpose and key responsibilities
- Person specification
- Key terms and conditions – summary (including salary)
- Guidance on applying

If, because of a disability, you need any help with completing your application form, please contact [hr@colegaucymru.ac.uk](mailto:hr@colegaucymru.ac.uk).

The deadline for receipt of applications is 11 June 2021.

All applications will be acknowledged, and shortlisted candidates will be informed by 17 June 2021. Interviews will take place on 22 June 2021.

Thank you



Iestyn T Davies  
Chief Executive

## ColegauCymru

We are an education charity which promotes the public benefit of further education in Wales. We believe that all learners have the right to world-class education, delivered in a safe, diverse and inclusive setting and within a sector which supports the wider community, employers and the economy.

As the voice of further education in Wales, we:

- enhance both the national and international reputation of further education;
- represent the interests of and advocate for our member colleges;
- support our member colleges to optimise their contribution to Wales' economic and social development;
- provide expert advice on communications and political affairs, and trade union and employment matters; and
- deliver policy solutions that satisfy both the ambitions of learners and the needs of employers.

We also provide members with a range of professional support services that help enhance learner outcomes whilst enriching the learning experience through:

- supporting innovation in vocational practice through professional learning and knowledge exchange;
- promoting best practice in bilingual teaching and learning;
- facilitating international exchange programmes for learners;
- promoting active wellbeing; and
- supporting the delivery of education to learners with additional needs.

### **Our Vision**

World-class further education for Wales.

### **Our Mission**

Demonstrate the value of further education to all learners, society and the economy.

## JOB DESCRIPTION

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<b>Title of post</b>	<b>CLERK TO THE BOARD OF TRUSTEES</b>
<b>Reporting to</b>	Chair of the Board of Trustees
<b>Department</b>	Governance
<b>Contract Type</b>	Part Time, flexible hours to be negotiated*
<b>DBS Eligibility</b>	Enhanced
<b>Salary</b>	Hourly Rate: £28.00 per hour

## Job Purpose

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The Clerk to the Board of Trustees will provide corporate governance advice and support the Chair and the Board of Trustees, ensuring compliance with the Memorandum and Articles of Association.

The Clerk will also ensure effective administration and record keeping of all Board business, appointments and decisions.

The Clerk will promote high standards of conduct and corporate governance and monitor compliance across all relevant legal, statutory and regulatory requirements.

## Main Duties

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### Advice and Compliance:

1. Establish and maintain effective working relationship with the Chair and Vice Chair of the Board of Trustees, Board members and Senior Staff and the Executive Assistant Governance and Management (EAGM).
2. Provide advice on effective corporate governance practice and ensure the Board of Trustees complies with:
  - 2.1 the Articles of Association of ColegauCymru;
  - 2.2 the Standing Orders and terms of reference of the Board and the Principal's Forum and other committees;
  - 2.3 the Financial Regulations and financial procedures of the charity;
  - 2.4 the internal Disciplinary and Grievance Policies and Procedures ;
  - 2.5 the Code of Conduct, Equal Opportunities Policy, Whistleblowing Policy and the Data Protection Policy;
  - 2.6 good governance standards including the Nolan Principles and other good practice guidelines as appropriate; and
  - 2.7 the Charity Commission Schemes and Orders.
3. Access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance on behalf of the Board of Trustees in accordance with procedures approved by the Board.

4. Keep abreast of changes in corporate governance regulatory requirements, advising and recommending appropriate actions to the Chair and the Board.
5. Provide advice, support and give briefings to the Board of Trustees, in particular the Chair of the Board of Trustees and attend all meetings of the Board.
6. Maintain and monitor compliance with the Board Member's Code of Conduct.
7. Act as an advisor to the Board on matters relating to Whistleblowing and Freedom of Information requests, in accordance with relevant policies and timeframes.

#### **Membership of the Board:**

8. Ensure the Board of Trustees is properly constituted in accordance with the Articles of Association and advise the Board of expected and actual vacancies.
9. Ensure that all appointments (and elections), and removals of Trustees to/from the Board of Trustees is made in accordance with the Articles of Association and that such appointments are approved and recorded.
10. Liaise with individuals and bodies on membership in line with the wishes of the Search Committee and the Board.
11. Liaise with the EAGM to ensure eligibility checks, letters of appointment and induction/information packs are issued to new Trustees.
12. Monitor and maintain a register of the attendance of Board members and advise the Board of any absence contravening the Articles of Association.
13. Prepare role descriptions and person specifications for all appointments to the Board of Trustees.

#### **Governance Regulations:**

14. Draft and keep under review the Standing Orders and Code of Conduct.
15. Maintain and update the register of interests of members and senior managers as and when required and at least annually; and ensure the register of interests is published on the ColegauCymru website.
16. Have oversight of all relevant policies and procedures and liaise with the Executive Assistant Governance and Management to ensure they reflect best practice and are revised when necessary.
17. To prepare on behalf of the Board of Trustees an Annual Report which will be submitted to the Board for confirmation and approval prior to the Charity Commission.

#### **Conduct of Board Meetings:**

18. Advise on the annual calendar of Board meetings in accordance with the standing orders and liaise with the Executive Assistant Governance & Management to ensure a timetable to support the submission and circulation of agendas and supporting papers is developed, approved and circulated to all Trustees and the Senior Leadership Team.

19. Facilitate the proper conduct of all Board general meetings, the Search Committee, and the Annual General Meeting in accordance with the Articles of Association including:

- 19.1 Summoning meeting in accordance with the Memorandum and Articles of Association.
- 19.2 Formulating with the Chair and Chief Executive the agenda, liaising with the EAGM to identify relevant contributing officers, supporting papers or reports.
- 19.3 In partnership with the Chair and the Chief Executive, ensure agendas are focussed and align with the annual schedule of activity and other identified priority matters.
- 19.4 Liaise with the Executive Assistant Governance and Management to ensure the timely publication of agendas, draft minutes, signed minutes and supporting papers.
- 19.5 Ensure meetings are quorate, advising the Board accordingly and ensuring that declarations of conflicts of interest and confidential items are identified and managed appropriately.
- 19.6 Produce minutes of meetings which accurately summarise, facilitate monitoring of actions and provide auditable evidence of discussion and decisions.
- 19.7 Check draft minutes for accuracy with the Chair prior to circulation within the agreed timescale.
- 19.8 Ensure arrangements are made for continuity in the event of the temporary absence of the appointed clerk.
- 19.9 Liaise with the EAGM to ensure the appropriate document management, safe storage and publication of Board business in accordance with the law.

**Miscellaneous:**

20. Identify training needs and participate in the provision of training as required.
21. Organise the induction programme for new Trustees.
22. Make arrangements for members and officers to have appropriate insurance cover.
23. Oversee the administration of the scheme of expenses available for Board Members.

## General Responsibilities

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- Respect diversity and promote good equality practice and equality of opportunity.
- Promote and embed service delivery through the Welsh Language.
- Promote and represent the Post 16 Education sector through all professional interactions and relationships.
- Demonstrate high levels of personal conduct in accordance with the Nolan Principles.
- Undertake any other duties as directed by the Chair of the Board of Trustees.

- Keep abreast of developments relevant to your role and be proactive in identifying and implementing opportunities continuous professional development.

## Key Relationships

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Chair and Vice Chair to the Board of Trustees, Board Members, Search Committee, Chief Executive, Senior Management, Executive Assistant Governance and Management.

*Note: This Job Description will be reviewed and amended in light of changing professional demands in consultation with the post holder. It is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.*

\*There is flexibility to determine hours on a minimum annualised hours basis. Typically, there are three Board meetings per annum, although flexibility is required in the event additional meetings are scheduled. It is envisaged that on average 1-2 days per month will be required throughout the academic year.

## PERSON SPECIFICATION

The skills and experience ColegauCymru are seeking to recruit are summarised as follows:

Method of assessment: A/F = Application form, A = Assessment, I = Interview

1. KNOWLEDGE, TRAINING & QUALIFICATIONS	A/F	A	I
Educated to degree level of equivalent or experience in similar role.	x		
Knowledge of effective corporate governance arrangements applicable to Further Education and or charity sectors.	x		x
Knowledge of regulatory framework within which Boards of Trustees operate.			
Knowledge of Corporate policy framework relevant to Trustees within the Charity sector.	x		x
2. EXPERIENCE			
Proven experience in providing advice and guidance on governance matters within the Further Education or other Charity sectors.	x	x	x
Experience in reviewing and updating standing orders	x		x
Experience in contributing to annual reports	x		x
Experience of committee management including taking concise minutes and preparing annual board schedules.	x	x	x
3. SKILLS			
Excellent standard of written and spoken English and Welsh languages.	x	x	
Ability to develop and maintain excellent working relationships with a range of stakeholders and senior level staff.	x	x	x
Ability to collate, format and produce high quality meeting papers using in-house styles within tight timescales	x	x	
Excellent organisational and time management skills with the ability to organise and plan own work, identifying conflicting demands, establishing clear priorities and delivering objectives on time.	x		x
Strong attention to detail.	x		

Proactive and innovative problem solver with drive to identify and deliver continuous improvements.			x
<b>4. OTHER REQUIREMENTS</b>			
Strong personal values of integrity, honesty and personal accountability.	x		x
Ability to understand different relationships which affect the strategic and executive leadership within a membership and political context.	x		x
Able to maintain confidentiality and act with discretion and diplomacy.			x
Ability to work flexibly in accordance with work requirements including travel and occasional evening and weekend work	x		x
Value diversity and equality	x		x

## Welsh Language Requirements

The following list of language requirements represents an objective assessment of the Welsh language skills required to undertake the duties of this particular post. ColegauCymru welcomes applications in Welsh and English.

<b>Welsh Language Requirements</b>	
Welsh language skills	Essential
Reading	Full understanding of all work-related material
Speaking	Fluent
Understanding	Can understand all work-related conversations
Writing	Can prepare bilingual written material for all work-related matters

## Key Terms and Conditions

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### 1. Contract type

The successful candidate will be offered a permanent contract of employment.

Alternatively, this role can be undertaken on a free-lance / contractor basis however in such case it would come under IR35.

### 2. Holiday entitlement

The annual holiday entitlement is 28 days pro-rata. In addition to this personal entitlement, you are also entitled to leave on 8 public holidays plus up to 5 efficiency days (pro-rata).

### 3. Hours of work

The contracted hours are [3] hours per week excluding daily meal breaks. The working hours will be such to meet the needs of the post. The post holder may be expected to attend meetings in the evening and at the weekend as required. A time off in lieu policy is in operation and the organisation operates a flexible working policy.

### 4. Pension

ColegauCymru will make a monthly contribution into a pension scheme of your choice including the Local Government Pension Scheme or The People's Pension.

### 5. Probationary Period

A six-month probationary period will apply to this post.

### 6. Location

There is flexibility for the post to be home-working with the exception of when face to face meetings are held. Such meetings will normally be held Unit 7, Cae Gwyrdd, Greenmeadow Springs, Tongwynlais, Cardiff, CF15 7AB.

The post may involve occasional travel throughout Wales.

There is free parking at our premises.

## Guidance on Applying

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You are advised to make your application as soon as possible as we reserve the right to close vacancies early if a large number of suitable applications are received.

Please complete the application form via the link on the job vacancies page on our website ([www.colegau.cymru](http://www.colegau.cymru)).

The application form plays a most important part in our selection process. It is vital that you fill in the form as fully and accurately as possible. We will pay particular attention to how well your experience and skills fit the criteria of the Person Specification. You should, therefore, make clear how you match these criteria.

Please do **not** send us your standard CV (curriculum vitae) as we will not consider it.

Applications must be submitted either by email to [hr@colegaucymru.ac.uk](mailto:hr@colegaucymru.ac.uk).

### **Criminal Record Checks**

All applicants invited for interview will be required to declare if they have any unspent criminal convictions or any criminal proceedings pending against them. Spent convictions must also be declared for certain roles, such as those involving work with children or vulnerable groups.

Posts that require disclosure will be identified as such on the Job Description and for such posts we reserve the right to require a criminal records check (disclosure) from the Disclosure and Barring Service (DBS) before an appointment is confirmed.

Having a criminal record will not necessarily bar you from working for us. This will depend on the and its relevance to the post in question.

### **Data Protection**

ColegauCymru is committed to protecting the privacy and security of your personal information. Our full Privacy Notice for Job Applicants can be found on our website and applies to all applicants to ColegauCymru vacancies.

It is important that you read this document so that you are aware of how and why we are using your personal information and the rights you have in relation to your personal information.

We will comply with data protection law and ensure that the personal information we hold about you is:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date. Kept only as long as necessary for the purposes we have told you about
- Kept securely

By submitting your application, you are confirming that you have read, understood and agree to us processing your personal data for the purposes and on the legal basis as set out in the Privacy Notice.

### **Welsh Language**

Applications are welcome in Welsh and any application submitted in Welsh will not be treated less favourably than an application submitted in English.