



Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Post Title: Governance Clerk and Administrator

Reporting to: Head of Governance & Company Secretary

Purpose

Provide a comprehensive clerk and administrative support service to the Head of Governance and Company Secretary.

Main Duties and Responsibilities

- Provide comprehensive administrative support to the Head of Governance and Company Secretary.
- Liaise with key stakeholders both internal and external.
- Manage correspondence by dealing with emails and phone calls.
- Draft and format relevant documents.
- Plan meetings and take detailed minutes.
- Update and maintain governance policies and procedures.
- Maintain up to date contact lists.
- Provide a high standard of service and confidential governance administrative support to the Trust.
- Act as first point of contact, for all forms of outside communication and at all times promoting a positive image of the Trust.
- Update and maintain Governor/Trustee records.
- To ensure calls are answered swiftly and all messages referred immediately.
- Undertake any other appropriate work as directed by the Head of Governance and Company Secretary.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Head of Governance/Company Secretary in consultation with the post holder as appropriate to the changing needs of the Trust, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....
Employee

Governance Clerk and Administrator

Person Specification

	Essential	Desirable
Good standard of education.	*	
Excellent ICT skills with experience of MS Office packages (Excel, Word, PowerPoint).	*	
Excellent verbal and written communication skills.	*	
Excellent administrative skills.	*	
Ability to organise time and work to deadlines.	*	
Previous experience of working within an educational based environment.		*
High standard of personal presentation.	*	
Experience of minuting meetings and producing minutes.		*