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**Clerk to the Board of Trustees Sefton Park Palm House Preservation Trust**

**Role Description Liverpool, L1 1AP**

**Part Time 2 days per month (16 hours)**

**£15.00 per hour**

The Sefton Park Palm House Preservation Trust (SPPHPT) is a busy organization that has lots going on at all times and the Palm House is an award winning wedding venue, historic visitor attraction & community space. We recently added a highly successful café and takeaway operation to the Palm House which in 2021celebrated 125 years since its opening and 20 years since its restoration. The SPPPHT, in partnership with Liverpool City Council, have recently been awarded a £270,000 grant from the National Lottery Heritage Fund to improve interpretation and engage with a wider & diverse audience, so there has never been a more exciting time to join our team.

Sefton Park Palm House Preservation Trust is a registered charity set up in 1996 to manage the Palm House the Trust raises all its own income.

This covers the running costs, together with an annual contribution to Liverpool City Council towards the building maintenance of Sefton Park Palm House and supports an events programme that offers many more reasons to visit.

**Summary of Role**

The Clerk will provide administrative support to the Board of Trustees of Sefton Park Palm House Preservation Trust in the preparation and execution of effective Board Meetings.

 **Job Outline**

**Trustee Meetings**

* Liaise with Chair to establish timeframe for each meeting for the completion and distribution of all papers
* Liaise with Committee Chairs and PH Director and Managers to ensure papers are competed on time and distributed/placed in SharePoint at least one calendar week before meeting
* Liaise with the Chair to develop the meeting agenda in line with the Board cycle and Committee structure
* Monitor Committees action points to ensure they are linked to full Board meeting
* Organise meeting structure in SharePoint – agendas, papers and minutes with current status i.e. draft, approved
* Develop consistent numbering system for papers and a template for Board reports
* Attend Full Board meetings and take minutes of the meeting
* Complete minutes in liaison with the Chair and place them in SharePoint within two weeks of the meeting
* Maintain a record of signed minutes of meetings

**Wider Governance**

* Maintain a register of Trustees interests and add to the register after each declaration
* Carry out an audit of Trustees Interests on an annual basis – collating forms completed by all Trustees
* Organise the AGM and send out notice of meeting and minute meeting
* Maintain a register of Trustees’ Terms of Office and advice accordingly in relation to the AGM and re-appointment/standing down
* Maintain a register of DBS disclosures and advise and record accordingly to ensure all Trustees retain a live DBS check.
* Maintain a register of appropriate training undertaken by Trustees and circulate details of appropriate training programmes to Trustees
* Maintain Trustees attendance records and advise the chair of potential disqualifications through lack of attendance
* Maintain up to date records of the names, addresses and roles of the Trustees and their membership of Committees and Working Groups
* Maintain a record of key documents, audit annually and advise on required updates
* Advise the Trustees on any legislative or advisory guidance from the Charity Commission in the discharging of their duties?

Other Duties

* From time to time you may be asked to take ad hoc minutes of other meetings including awaydays and Human Resource matters as and when required

**Qualifications and Skills Required**

* Maintaining confidentiality
* Organised and methodical
* High standard of written English
* Effective Minute taker
* Ability to keep accurate records
* Organisation of Meetings

The successful candidate will be able to demonstrate previous experience of a similar role. They will be prepared to work flexibly and require minimal supervision to fulfil their role. They will work mainly from home but may be required to visit the Palm House office from time to time.

Additional Information

The Palm House Trustees currently meet 6 times per year starting at 6pm. Meetings can last up to 3 hours.

This is a part-time role equating to a minimum of 16 hours per month.

**The Place** The Palm House, Sefton Park, Liverpool, L17 1AP

**Staff Contact Roy Boardman - Director**

Time Commitment

Tel 0151 726 9304

Email roy.boardman@palmhouse.org

**Closing date for applications 31st August 2022.**