**Job Title: Business Manager & Clerk To The Board Of Trustees**

**Reports to: CEO**

**Responsible for: HR, Premises & Facilities Management, Health & Safety, GDPR, Clerking**

**Salary: £26,000- £28,000 (FTE)**

**Hours: 20 hours per week**

**Place of Work: Hybrid – Level Trust Offices & Homeworking**

**Purpose and scope:**

The Business Manager (BM) holds a key post of responsibility within the Level Trust. Reporting directly to the CEO, the BM is responsible for ensuring all compliance and HR aspects of the charity are managed efficiently and effectively. Ideally, the appointed individual will also act as Clerk to the Board of Trustees.

The BM is expected to contribute significantly to the continuous improvement of the charity’s services.

**This will include:-**

• The promotion of the Level Trust’s aims, objectives and ethos

• Assisting in the monitoring and evaluation of performance and processes

• Ensuring specific day-to-day functions of the charity run smoothly

• Establishing good working relationships with all stake holders and external agencies

**About Level Trust**

**We help families overcome the costs of education so all children in Luton have the chance to love learning.**

When money is tight at home, a child might not have the uniform and equipment they need for school. They are unlikely to be able to do fun things in the school holidays and they are more likely to suffer with mental health problems and low self-esteem. They can be embarrassed about making friends because they feel ‘different’ and they can experience hopelessness about the future.

**45% of children in Luton live in poverty – that’s over 26,600 children.**

If Luton is going to provide the best childhood possible for all our children, this needs to change.

We help children aged 3-16 by providing gift cards for school shoes and coats, running a Uniform Exchange ‘swap shop’ in The Mall, giving out Learn@Home resource packs full of the equipment children need for homework, providing laptops for children who experience digital poverty and running a summer school packed with exciting and enriching experiences.

Our work makes children feel more included, more confident, and enables them to attend school more – which all adds up to a brighter future.

**The Role**

This exciting role offers the opportunity for independent working, in a rewarding and forward-thinking environment. It combines compliance, HR and administrative responsibilities with the opportunity to offer advice to, and to manage information for, our Board of Trustees. The post holder will be responsible for making sure that our Trustees’ governance and legal requirements are fulfilled, and records are kept accordingly. They will make sure that all Trustee Board and governance business is managed in accordance with statutory duties and legislation, Charity Commission guidelines and protocols, and in keeping with professional advice from external agencies.

**About You**

You will be an excellent listener, with very good speaking, grammar, numeracy and literacy skills. With experience in writing agendas, meeting minutes or notes, and proficiency in IT packages including MS Word and MS Excel, you will also be confident with email and the internet. Someone who is able to organise their own and others’ time and work towards deadline, you will also be confident organising meetings and speaking in front of groups.

This role offers the opportunity to work both independently and as part of a team, supported by appropriate training opportunities. Your ability to maintain confidentiality, behave impartially, and demonstrate your excellent interpersonal skills will also be important. At times you will need to work with complex and sensitive matters, applying your understanding of, and sympathy with, the aims and objectives of Level Trust.

**Job Role & Responsibilities**

**1. Leadership and management**

1.1 To lead with the Headteacher on human resources, premises management, whole-organisation administration and marketing.

1.2 Ensure the charity makes the best possible use of resources through effective planning, considering all financial and other resource implications.

1.3 Understand the implications of government policies and charitable trends and developments.

1.4 Plan for and implement new initiatives as appropriate for Level Trust.

1.5 Provide support to the CEO and Board of Trustees on all aspects of the organisation’s business management.

1.6 Lead in the training and development of administrative and premises staff.

**2. Bids, Contracts and Funding streams**

2.1 Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.

2.2 Purchase, either directly or indirectly, the charity’s energy supplies.

2.3 Seek professional advice on insurance and advise the CEO/Board of Trustees on the appropriate insurances for the organisation. Implement the approved insurances and handle any claims that arise.

**3. Personnel**

3.1 Working with the CEO to lead and manage on personnel matters relating to all staff, including absence management.

3.2 Line management responsibility for premises, administrative staff, including management, recruitment, professional development, appraisal and training of relevant staff.

3.3 Responsibility for general personnel matters and for all staff contracts:

• the administration for all staff recruitment and selection and for contracts of employment

• the statutory checks for new staff –qualifications, references, medical checks; DBS

• the induction of all new staff

• maintain training records of all staff

• ensure that the best use is made of additional hours and be responsible for allocation of hours and pay claims

3.4 Give advice on, and seek clarification on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other personnel related matters.

3.5 Maintain confidential staff records and to ensure that staff records held in the charity are kept confidential.

3.6 Advise the Board of Trustees on the policy needed to show compliance with all legislation concerning employment protection, equal pay, sex, race and disability discrimination etc and the implementation of these policies in the organisation.

**4. Health and Safety, Facility and Premises management.**

4.1 To be responsible to the CEO and Board of Trustees for the maintenance and upkeep of the charity’s buildings and premises to ensure a high quality environment for working and for service users.

4.2 To take the lead on compiling and implementing a Premises Development Plan, including energy conservation and accessibility.

4.3 Plan, implement and project manage new capital projects, including all financial requirements.

4.4 Formulate, monitor and implement the charity’s health and safety policy and all site policies and risk assessments. Ensure compliance with the requirements of all relevant legislation concerning health and safety at work (including fire, asbestos and legionella) and how they relate to staff, visitors, contractors and other users of the charity’s premises and facilities.

4.5 Establish and follow sound practices in managing the premises to ensure the upkeep of the charity’s public spaces.

4.6 Ensure ancillary services, such as cleaning are monitored and managed effectively and high standards are achieved.

4.7 Have oversight of the maintenance and cleaning of the site to ensure the efficient operation of all facilities on the property, and that all statutory health and safety checks are undertaken and recorded.

4.8 Take responsibility for ensuring all regulations concerning fire practices and the reporting and recording of accidents are followed and that the testing of all alarms, fire equipment and security alarms meets statutory requirements.

4.9 Have oversight of the security of the charity’s site, and the day-to-day running of the building.

4.10 Oversee the procurement, repair and maintenance of all furniture, fixtures and fittings.

4.11 Oversee the charity’s asset register and disposal of goods no longer fit for purpose.

4.12 Contribute to be a central point of contact for the charity’s disaster and recovery plan and to operate the elements linked to resource management responsibility.

4.13 Negotiate, manage and monitor contracts, tenders and agreements as appropriate.

4.14 Be responsible for the work of on-site contractors and arrange estimates for the cost/duration of work.

4.15 Be responsible for the quality of work by contractors, site and cleaning staff, reporting to the Board of Trustees as appropriate.

4.16 Know the elements of fire safety and the associated risks to the charity through the process of risk assessment.

4.17 Act as the organisation’s Health and Safety Leader and be responsible for management of health and safety within Level Trust.

**5. Responsibilities in Relation to Whole Organisation Administration**

6.1 To work with the charity’s IT providers to develop a medium and long-term strategic IT plan for administration, health and safety, premises and HR provision, identifying and assessing new technologies.

6.2 Develop community links, promoting opportunities for service users.

6.3 Lead the design and marketing of the charity working alongside our preferred PR and communication provider.

6.4 Lead and manage the administrative function, working with the charity’s staff to ensure the effective delivery of administrative systems.

6.5 To work with the charity’s staff in delivering appropriate liaison with Level Trust’s Board of Trustees, including arranging meetings and administrative support as appropriate.

6.6 Review and manage administrative systems ensuring processes and communications are increasingly effective, implementing new systems as appropriate.

6.7 Ensure effective liaison with other charities and all interested parties and agencies.

6.8 To be responsible for data protection and compliance with relevant regulations.

**Clerk To The Board Of Trustees**

**Meetings:** the clerk to the governing body will

* Work effectively with the chair and CEO before the trustee meetings to prepare a purposeful agenda
* Encourage the CEO and others to produce agenda papers on time.
* Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days, before the meeting.
* Record the attendance of trustees at the meeting and take appropriate action re absences.
* Advise trustees on governance legislation and procedural matters where necessary before, during and after the meeting.
* Take notes of trustee meetings to prepare minutes, indicating who is responsible for any agreed action.
* Record all decisions accurately and objectively with timescales for actions.
* Send drafts to the chair and CEO for amendment/approval by the chair.
* Copy and circulate the approved draft to all trustees within the timescale agreed with the board of trustees.
* Advise absent trustees of the date of the next meeting.
* Keep a minute book or file of signed minutes as an archive record.
* Liaise with the chair, prior to the next meeting, to receive an update on progress of actions agreed previously by the board of trustees.

**Membership:** the clerk will

* Maintain a database of names, addresses and category of trustees and their term of office.
* Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
* Maintain copies of current terms of reference and membership of committees and working parties.
* Advise trustees of expiry of the term of office before the term expires so elections or appointments can be organized in a timely manner.
* Inform the board of trustees of any changes to its membership.
* Maintain trustee meeting attendance records and advise the board of trustees of non-attendance of trustees.
* Ensure a register of board of trustee pecuniary interests is maintained, reviewed annually and lodged within the organisation.
* Ensure that DBS disclosure has been successfully carried out on all new appointees and re-appointees.

**Advice and Information:** the clerk will

* Advise the board of trustees on procedural issues.
* Have access to appropriate legal advice, support and guidance.
* Ensure that new trustees have a copy of the Charity Commission guide to the Law and other relevant information.
* Act on the board of trustee’s agreed policy to support new trustees.
* Ensure that statutory policies are in place and that a file is kept in the charity of policies and other organisation documents approved by the Board of Trustees.
* Maintain records of Board of Trustees correspondence.

**Professional Development:** the clerk will

* Successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent.
* Participate in professional development opportunities.
* Keep up to date with current developments in the charity sector and legislation affecting charity governance.

**Person Specification**

**Skills, knowledge and aptitudes**

* Good listening, oral and literacy skills
* Writing agendas and accurate concise minutes
* ICT including keyboarding skills
* Organising their time and working to deadlines
* Organising meetings
* Record keeping, information retrieval and dissemination of Board of Trustee documentation to the Trustees and relevant partners
* Using the internet to access relevant information
* Developing and maintaining contacts with outside agencies e.g. funders, charity partners, schools
* Knowledge of Board of Trustee procedures\*
* Knowledge of charity legislation, guidance and legal requirements\*
* Knowledge of the respective roles and responsibilities of the Board of Trustees, the CEO and the Charity Commission.\*
* Knowledge of Data protection legislation\*

\*Training will be given

**Qualifications and Training:**

* Be able to demonstrate a willingness to attend appropriate training and development
* Have already attended or make a commitment to attend the National Training programme for Clerks or its equivalent
* GCSE Maths & English and/or highly numerate and literate

**Experience:**

* Relevant personal and professional development
* Experience gained in a similar role (ideally at least 3 years)
* Working in an environment where experience included taking initiative and self-motivation
* Working as a member of a team

**Personal Attributes:**

* Be a person of integrity
* Be able to maintain confidentiality
* Be able to remain impartial
* Have a flexible approach to working hours
* Be sympathetic to the needs of others
* Have an openness to learning and change
* Have a positive attitude to personal development and training
* Have good interpersonal skills

**Special requirements:**

* Be able to work at times convenient to the Board of Trustees, including evening meetings
* Be able to travel to meetings (most meetings are currently held online)
* Be available to be contacted at mutually agreed times
* To be able to read, write and speak English fluently

***Safeguarding Children***

*• To be fully aware of the importance of working together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation. • To also be fully aware of the principles of safeguarding.*

***Level Trust takes the safeguarding of children and its service users extremely seriously. Appointment to this role is subject to the receipt of at least two satisfactory references (one from your most recent employer) and an enhanced DBS check.***

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the CEO.

To apply, please send us your CV and a covering email or letter, and an Equal Opportunities Monitoring Form. Closing date for applications is midday on 27th August 2022. To apply or, if you have any questions, email admin@leveltrust.org.