
THE HIGGS CHARITY

Job Description: Clerk to the Trustees

The Charity

The Trust Deed of 28 September 1979, which governs the Charity, has as its object:

- Charitable purposes which benefit wholly or mainly the inhabitants of the area within twenty-five miles of the centre of Coventry

And states the wish of the settlor, the late Alan Higgs that

- The trust fund shall be applied as far as may be practicable in the promotion of child welfare and particularly the welfare of under-privileged children

Purpose of The Clerk to the Trustees

The Clerk has no powers under the Trust Deed: everything is done under the Trustees' responsibility and under their authority.

- To report directly to the Trustees of The Alan Edward Higgs Charity
- To administer, and advise the Trustees on all management, financial, policy, process and strategic activities, associated directly or indirectly with The Alan Edward Higgs Charity, including its subsidiary companies or associated holdings, whether through complete or partial ownership
- To ensure the Charity and its subsidiaries remain fiducially and statutorily compliant at all times, including the management of Health Safety & Environmental compliance, whilst keeping the Chair and Trustees informed.
- To ensure the Charity investments are monitored and performance is regularly reported, to ensure that they are proactively managed in line with the Trustees' Investment Policy.
- To work with the Trustees to develop an annual strategy and to implement that strategy on behalf of the Trustees.
- To ensure that all applicants are subject to due diligence and that all grants made are monitored and evaluated.
- To develop and maintain systems that assist applicants during the process of applying for a grant.
- To act as the Charity's primary interface into the community within the beneficial area
- To provide leadership, guidance and development where appropriate, to those directly or indirectly under the control of the post

Principle responsibilities include:

1. To assist and provide strategic guidance to the Trustees in the fulfilment of the Charity's Strategic objectives, ensuring alignment to the Trust Deed
2. To ensure all fiduciary and statutory filings are made in a timely and appropriate manner

3. To manage the Trustees' relationship with the Charity Commission, and to prepare, assemble and manage annual reports and returns
4. Review and maintain all the Trustees' Policies, internal processes and systems
5. To arrange regular Trustees' meetings and any other meetings at the direction of the Trustees, ensuring papers are circulated in a timely manner and all appropriate actions and discussions are captured and minutes circulated.
6. To manage the grant application process. To carry out due diligence, to ensure applications fall within the Trustees' policies and conform to the Trust Deed.
7. To maintain a cumulative and substantive record of all grants made, rejected and or awarded.
8. To keep the application and monitoring processes under review and to make improvements where possible.
9. To develop joint venture or partnership opportunities to enhance the effectiveness of the Trustees' grant making
10. To liaise directly with the Trustees' Fund Managers. Auditors and Legal Advisers
11. To maintain and develop the Trustees' website.
12. To act as line manager for the Finance Manager of Hope Property Managements Limited and to be accountable and responsible for the day to day functioning of the Charity's Coventry base.
13. To represent the Trustees where appropriate
14. To carry out specific duties as from time to time may be requested by the Trustees

Characteristics of the post

It is part time: three days a week. It is based in the Trustees' office at the Coventry Building Society Arena (formerly the Ricoh Arena) in Coventry where the Finance Manager of Hope Property Managements also works. The balance between working from home and in the office together with monitoring and other visits to grant applicants and recipients is crucial and needs to be agreed with the Chair from time to time.

The Clerk has no support staff and is responsible for most tasks relating to the job. The HPM Finance Manager is responsible for all the management of money for the Trustees and manages all payments into and out of the bank subject to Trustees' authorisation.

The postholder needs to be able to work alone, planning, and managing their workload. They must be able to manage good remote communication with the Chair and other Trustees.

The Clerk is the link between the third sector applicants and the Trustees. The Trustees' role is to ensure that the funds in their care are managed responsibly and efficiently and that they are distributed effectively. The Clerk's role is to enable the Trustees to do this. The Clerk needs to accumulate a body of knowledge about the capacity and capability of the organisations meeting the needs of the people within the beneficial area. This understanding and knowledge is used to advise the Trustees.

Some possible personal attributes

Degree or equivalent level of education or training

Experience in the charitable sector,

A self-starter with excellent attention to detail

Strong personal workflow and time management prioritisation skills

An adaptable and flexible individual who can think strategically, devise and execute plans as well as have a hands-on approach to work

A positive 'can do' attitude.

Proven ability to take a solution focused approach, taking ownership of issue

Experience of operating in a modern digital workplace

Ability to challenge the status-quo and find new and innovative ways to bring about improvement

Resilient and flexible as travel around the beneficial area is needed

A demonstrable commitment to the principles of diversity and inclusion and their practical application and integration

Terms and conditions

Salary: a competitive salary will be paid pro rata.

Holidays: 25 days pa pro rata. Any holiday period lasting longer than two calendar weeks is at the discretion of the Trustees. Holiday cannot be used outside the year in which it was accrued and no pay is offered for unused holiday unless previously agreed by the Trustees. The holiday year is from 1 April to 31 March. The office closes during the period between Boxing Day and New Year's Day and on the day after the second spring bank holiday, the Easter and August bank holidays: these days are in addition to the holiday entitlement.

The Trustees will make payments to a recognised pension scheme to match the Clerk's payments up to 3% of the salary paid.

The Trustees will pay full salary for the first 28 days of sickness within any year.

Travel will be reimbursed at the HMRC not-for-profit rate. Other authorised out-of-pocket expenses will be reimbursed by the Trustees.