

Governance Support Officer Grade 5, Scale Point 12-19

September
2021

Salary: £24,944 - £28,821 (this is a full time salary. Part time will be pro rata)

Hours: 14 per week term time only - office based with some home working (flexible)

The governors of the CLIC Trust seek to recruit an individual with experience of clerking and supporting effective governance, to join the CLIC Trust Central Team, providing support for the Members, Board of Trustees and its committees including a full and comprehensive clerking service including , as needed and the contribution and future delivery of Governor training.

The role will include setting agendas, organising paperwork, producing minutes and providing advice to governors on procedural and legislative matters in accordance with our Trust's governance approach and relevant statutory guidance and policy. The successful candidate will have excellent communication, interpersonal and organisational skills and be able to work independently and organise their own time whilst working to strict deadlines. Successful applicants will be expected to have substantial experience in a similar role. Because of the nature of this role, discretion and confidentiality are vital.

A flexible approach to working hours is essential as the role involves some twilight / evening meetings which tend to cluster in certain weeks of term.

The role will be based in our CLIC Central Team office, Chorlton Park Primary School, Mauldeth Road West, Chorlton, Manchester M21 7HH but flexible working is encouraged and some of the work could be undertaken from home. Attendance at schools for governance meetings is required, and travel expenses will be reimbursed. Support and equipment will be provided in order for you to work remotely.

The CLIC Trust is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service check.

The application form and job description pack can be obtained from the Trust website:

<https://www.clic-trust.co.uk/working-us> to print, download and return by email.

Closing Date: Wednesday 23 June at 12:00 noon

Interview Date: Tuesday 29 June 2021 (to include a task element)

To arrange an informal discussion about the post please contact Clair Travis, Executive Assistant
ctravis@clicmanchester.com

Applications must be on our application form. Please return your completed form to Clair Travis via email.