

Advisory Centre for Education Job Description

Title:	Clerk to the Council
Contract	Voluntary
Hours	7 hours per week
Location:	ACE Head Office – Highbury & Islington
Salary Band:	Voluntary – Expenses Paid
CRB Level Required	None / Standard / Enhanced
Reporting to:	Chief Executive & Chair of Council (Trustee Board)
Line Report:	None
Context	<p>The Advisory Centre for Education (ACE) is a national charity that provides independent advice for parents and carers of children aged 5-16 in state-funded education. ACE aims to provide the information, support and high-quality advice that parents need to help their children at school, particularly where there are problems</p> <p>We offer free advice on a range subjects including exclusion from school, bullying, special educational needs and school admission appeals.</p> <p>In 2007/8 we spoke to over 6,500 parents and carers and over 75,000 people got advice through our website. We have recently expanded our service to offer advice via sms</p>
Job purpose:	This post requires the holder to provide clerical services to the Council and act as a point of contact between the Trustee Board and the Chief Executive.
Key activities:	<ol style="list-style-type: none"> 1. To organise and minute the Council (Trustee Board) meetings. 2. To organise and minute the Annual General meeting and the Council elections 3. Work and liaise with the Council and CEO to ensure the constitution and charity and company law are followed. 4. To keep up to date with changes to organisational governance, charity and company law, and highlighting its implications. 5. To review and develop the Governance arrangements within ACE ensuring that they comply with Governance legislation and good

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	<p>practice.</p> <ol style="list-style-type: none"> 6. In consultation with Chair of trustees and CEO, draw up and issue agendas, and in line with the annual plan for meetings 7. Organise the production of reports and papers required for meetings, in consultation with staff 8. Book rooms for meetings, and organise catering with help from staff 9. To contribute to the production of the Annual Report
<p>Attainments: (Person Specification)</p>	<p>In order to be considered for this post you will have to demonstrate that you already have:</p> <p>Skills, Knowledge & Experience</p> <ol style="list-style-type: none"> 1. An interest in and experience of Governance, Law, Organisation Development, Business and Administration or a related field or equivalent level professional experience. 2. At least three years experience of high level administrative work in a busy work environment. 3. Knowledge of charity law, company law and good governance arrangements. 4. The ability to communicate information in a clear, concise and meaningful way for different audiences. 5. A high level of integrity, organisation and professionalism. 6. Knowledge of the Voluntary and Community Sector and diversity 7. IT skills (word processing, databases, spreadsheets and email) with the ability to touch type. ACE uses Apple Mac computers, Filemaker Pro and Microsoft Office applications
<p>Core competencies:</p>	<p>In order to be successful in this role you will be able to demonstrate that you have the ability to:</p> <p>Communication - able to get one's message understood by adopting a range of styles, tools and techniques appropriate to the audience.</p> <p>Managing relationships - able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team.</p> <p>Planning and organisation - able to think ahead in order to establish an efficient and appropriate course of action for self and others.</p>
<p>Relevant Personal Characteristics:</p>	<p>So that you personally can succeed in this role, ACE will require the following;</p>

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	<ol style="list-style-type: none">1. An understanding and acceptance of the principles and values of the organisation.2. That you carry out your responsibilities at all times with due regard to the organisation's commitment to parents, carers, children and young people.3. A commitment to work within the organisation's policies and procedures including confidentiality, quality assurance and equal opportunities and in line with the ACE Charter.
Signed:	<p>Postholder.....</p> <p>Date.....</p> <p>Line Manager.....</p>