



Clerk to the Trustees

CANDIDATE PACK

2026



📞 01873 860225

🌐 longtownoutdoorlearning.com

📍 The court House, Longtown,
Hereford HR2 0LD



Key Information

Role Title:	Clerk to the Board of Trustees
Contract Type:	Independent Contractor
Location:	Longtown Outdoor Learning Centre, Herefordshire, HR2 0LD
Pay Rate:	£16.00 an hour
Contracted Hours:	70 hours per annum
Work Pattern:	Flexible
Work Location:	Work from home, requirement to attend meetings in Longtown or Hereford five times a year.
Closing Date:	30 th March 2026
Interview Date:	Week beginning 6 rd April
Start Date:	20 th April 2026

Role Description

Overview of the role

The Clerk is primarily responsible for the smooth and efficient running of meetings of the Trustee Board, advising Trustees on governance and compliance, reviewing governance policies and procedures and related documentation and providing assistance and support to the Chair and Vice Chair of the Board of Trustees.

Time Commitment

The Board of Trustees generally meet 5 times a year. Additional Board meetings are convened as necessary. Further time commitment will be needed to fulfil other responsibilities of the role as referred to below.

Reporting and Management

The role of the Clerk will be directly line managed by the Chair of Trustees.

Responsibilities of the Role

- In consultation with the Chair, produce a schedule of meetings and plan of business for the Board of Trustees;
- Prepare, in consultation with the Chair, agendas for Trustee meetings and co-ordinate the timely provision and circulation of supporting papers in line with the Board's requirements;
- Attend Trustee meetings, taking minutes and a note of actions required; prepare timely minutes in a professional manner and in line with Charity Commission guidance, together with a note of actions to be taken;

- Seek the Chair's, or in the Chair's absence the Vice Chair's, approval for the minutes and action notes, and circulate them for confirmation to the Board of Trustees;
- Advise the Chair and other Board members on the management of Board business;
- Keep up-to-date with charity legal requirements and guidance on matters relating to governance and compliance, and advise the Board as necessary, providing appropriate briefing notes;
- Advise as necessary on the need for changes to terms of reference of the Board and any other aspects of the Board's work so as to promote effective governance;
- Arrange all necessary filing with the Charity Commission and Companies House, including changes in trustees and their details;
- Maintain the Registers of Interests of the Board of Trustees and other relevant registers as required;
- Undertake such other work as might be required effectively to promote effective governance and compliance, including reviewing governance policies and procedures, assisting in the review of governing documents and risk registers, assisting in the preparation of Trustees' Annual Reports and assisting in the induction of new Trustees.

Person Specification

Essential criteria

- A willingness and capability to allocate sufficient time, on a flexible basis, to carry out effectively the duties and responsibilities of the post.
- High level of administrative and organisational skills.
- High levels of computer literacy, including the use of Microsoft Office 365 (in particular Outlook, SharePoint and Teams).
- Excellent communication skills, both written and oral, with the ability to communicate effectively with people at different levels.
- High standards of confidentiality, integrity and judgement.

Desirable criteria

- Experience of working for or supporting the secretariat functions of a charitable company.
- Detailed knowledge of governance and compliance requirements affecting a charitable company.
- A good understanding of relevant legislation and guidance affecting the governance and compliance aspects of a charitable company.
- An ability to touch type or use other methods to record meetings and convert them into minutes.
- A good understanding of conflict of interest resolutions.
- Knowledge of safeguarding and GDPR.

About Longtown Outdoor Learning Trust

We are a charity that believes all young people should have the opportunity to strengthen their resilience, build confidence, and grow, through transformative experiences in the outdoors.

Our activities focus on:

1. Outdoor learning and adventure experiences that inspire personal growth and resilience in young people.
2. Expert advice and training that enables educators to organise safe, memorable, and impactful educational visits and outdoor learning experiences.

To find out more about what we do, visit:

www.longtownoutdoorlearning.co.uk

www.longtownadviceservice.co.uk

The Longtown Outdoor Learning Trust Team

We have six volunteers who make up the Board of Trustees, including a Chair, Vice-Chair and Treasurer. Reporting into the Board is our Centre Director who runs Longtown Outdoor Learning Centre and our Outdoor Education Adviser who runs our Educational Visits Advisory Service (EVAS).

Our Centre in the heart of Longtown employs a team of 14 and has a network of freelance instructors for our busy periods.

We are a small and very friendly team, who work closely together and support each other to deliver the best customer experience we can. We are very welcoming and will provide the new Clerk with a comprehensive induction plus ongoing support, including training where required.

How to Apply

To apply for this role, please send your CV, and covering letter outlining your suitability, to: recruitment@longtownoutdoorlearning.co.uk

Applications need to arrive by **Monday 30th March**.

Interviews will be held on the week beginning the **6th April**.

For an **informal chat** about the role, please contact us on 01873 860225.