

**CLERK TO THE YCT BOARD OF MANAGEMENT**

**Introduction.**

YCT (the operating name of the Young Concern Trust) is a charity and Company limited by guarantee. Responsibility for YCT’s operation lies with the voluntary Board of Management which meets regularly throughout the year. In order to make our processes more robust we are looking for someone who is willing to volunteer their time and skills as Clerk to the Board of Management.

**About YCT.**

YCT is based at YCT House, it’s purpose-designed premises in Maddox Road, Harlow. Some therapeutic work is delivered from within YCT House and YCT’s staff team (currently 8 full and part-time employed posts, and a number of volunteers) is based there. A large team of specialist self-employed therapists (currently 24) deliver work on YCT’s behalf in a range of locations across Essex and Hertfordshire. Nationally accredited tools are used to measure the impact of YCT’s services; they, and anecdotal feedback from YCT’s stakeholders, demonstrate the beneficial outcomes of YCT’s interventions. Early intervention in emotional and mental health issues, such as those provided by YCT, can prevent the escalation to more serious conditions, ensuring better outcomes for children and young people and saving the public purse the cost of more expensive and time-consuming treatments. In addition to work with children and young people YCT supports and trains professional colleagues. Amongst other factors YCT monitors presenting issues, local need, youth culture, government initiatives, etc. in order to ensure that its current and future services are appropriate, beneficial and part of the overall ‘offer’ to children and young people.

**About the YCT Board of Management.**

The YCT Board (currently 6 members), all of whom are volunteers, meets at YCT House about every 6 weeks from 6.30 – 9.30 pm on a Wednesday evening. The role of the Management Board is to set the strategic direction of the organisation, to oversee its finances, to ensure compliance with all relevant guidance and legislation, to have in place policies and procedures relevant to staff, self-employed therapists and volunteers and to the organisation’s function, and to give advice and support in specialist areas.

We are looking for an individual that can work independently and autonomously, uses their initiative and can work well, as part of a wider team. As with all who volunteer with YCT appropriate out-of-pocket expenses will be paid in line with YCT’s Volunteering Policy.

**Job Description and Person Specification**

**Job Title** Voluntary Clerk to the YCT Board of Management

**Salary** None. This is a volunteer role

**Location** Working from location of choice with attendance at Board Meetings at YCT House (currently online during the COVID pandemic)

**Accountable to** Chair of the YCT Board

**Hours of work** Approx 6 hours per month to suit post-holder, with attendance at Board meetings (currently about every 6 weeks, 6.30 – 9.30 pm on a Wednesday evening.

**Notice requested** 3 months

**Job Description**

The Volunteer Clerk to the YCT Board will be responsible for all aspects of the Board’s administration. With the exception of attendance at Board meetings the Clerk’s work can either be carried out at any location of their choice, (e.g. own home; YCT House). If necessary a laptop can be provided on loan. Printing facilities are available at YCT House.

**Main duties and responsibilities**

* In conjunction with the Chair of the Board and YCT’s Senior Administration Officer prepare and distribute Agendas and Papers for YCT Board Meetings by email.
* Attend Board and Working Group meetings, take minutes and distribute to members by email
* Ensure copies of all Board documentation is stored and accessible to Board Members
* Maintain a record of Management Board Members’ Interests.
* Circulate relevant documents by email.
* In conjunction with relevant YCT personnel ensure that returns are sent in a timely manner to The Charities Commission and Companies House.
* Where appropriate take part in recruitment and selection of candidates for YCT posts.

**Person specification**

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| **Criteria** | **Essential I or Desirable (D)** | **Application (A) or Interview (I)** |
| Previous experience of the skills needed for this role. | D | A/I |
| Able to undertake the administrative tasks associated with this role | E | A / I |
| Able to ensure distribution of documents in a timely fashion | E | A / I |
| Confident in the use of all IT functions in use in business environments. | E | A / I |
| Able to attend Board and Working Group meetings at YCT House. | E | A / I |
| Organised and able to manage own workload | E | A / I  |
| Previous knowledge of the type of work undertaken by YCT | D | A / I |
| A sense of humour | D |  I |

If you feel that this voluntary role would suit you we’d be pleased to hear from you. Please write or email us giving us some information about yourself, and aiming to cover the points in the Person Specification above. References to an ‘Interview’ simply refer to an informal chat we’d like to have with you.

Post: YCT House, Maddox Road, Harlow, Essex. CM20 3GA

Email: admin@yctsupport.com

Thank you for your interest.