



# BOARD CLERK PACK

AN EXCITING OPPORTUNITY TO JOIN AN IMPACTFUL  
YOUTH CHARITY AT A CRITICAL TIME IN OUR GROWTH  
AND DEVELOPMENT



CLOSING DATE:  
N/A

VOLUNTARY  
POSITION

# BOARD CLERK

## DETAILED PERSON DESCRIPTION

We're looking for an organised, detail-oriented Board Clerk to keep our governance running smoothly as we continue to inspire and uplift the next generation.

### Key Responsibilities:

- Collaborate with relevant parties to prepare meeting agendas.
- Accurately record minutes during meetings, capturing key decisions, actions, and discussions.
- Ensure that all Board activities comply with our governing documents and charity regulations.
- Act as the liaison between the Board and TRAIN's management team, ensuring clear and effective communication.
- Assist with the organisation of annual general meetings (AGMs) and any special board events or training sessions.

### Essentials:

- Discretion and professionalism in handling sensitive information.
- Exceptional organisational skills.
- Detail oriented.
- Excellent written and verbal communication skills.
- Ability to work independently and manage time effectively.
- A passion for supporting young people and a commitment to our charity's mission.

### Desirables:

- A strong understanding of governance and the role of a charity Board.
- Experience in a similar role is beneficial but not essential.

### Other Information:

All volunteers must undergo an enhanced DBS check and complete an application form to volunteer with TRAIN.

# WHAT'S IN IT FOR YOU?

## Connect with like-minded people

By taking on this role, you will be joining a close-knit team of staff and volunteers who share a desire to make a difference to the lives of young people.

## Gain valuable experience

As Board Clerk, you will enhance many transferable skills, such as writing and communication skills, as well as develop your knowledge of governance!

## Be part of the solution!

Today's young people face unprecedented challenges, from the lingering impact of the Covid pandemic to a surge in the cost of living. By giving your time to act as our Board Clerk, you will play a crucial role in enabling TRAIN to operate and support young people to overcome these challenges.

# NEXT STEPS

**Closing date: There is no closing date! We consider applications on a rolling basis.**

Email Lisa, our Youth Work Manager, for an informal conversation about the role ([lisa@trainyouth.org.uk](mailto:lisa@trainyouth.org.uk)).





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**Registered Charity Number: 1176258**