

5 January 2009

Clerk to the Governors of Richard Reeve's Foundation

Dear Applicant,

Thank you for your interest in the post of Clerk to the Governors of the Richard Reeve's Foundation. The Foundation has two employees, the Clerk and the Grants Officer. The current Clerk, Lynne Hurley, will be leaving at the end of April and it is envisaged that the new Clerk will take up the post at that time or shortly after.

The Foundation gives grants for education and training to young people aged up to 25, and occasionally for people up to the age of 40, in the boroughs of Camden, Islington and the City of London. Work with primary school children and their families is outsourced to another charity, School Home Support. The Clerk and the Grants Officer take applications from people engaged in further education, higher education and training, and also from local organisations.

As a 300 year old endowed charity, the Foundation derives much of its income from four large properties located in or around Golden Square, W1. These properties are professionally managed by our property adviser and a rent collection company. The Clerk will of course be expected to liaise with these advisers, as well as our property solicitors, Farrer and Co. and our investment portfolio managers, Cazenove.

Bookkeeping and accountancy is provided by Buzzacott and the Clerk ensures that financial matters are dealt with appropriately. The Clerk also has responsibility for governance, the efficient running of the organisation including the Foundation's office premises, working with the Grants Officer to raise and maintain the profile of the Foundation, and line management of the Grants Officer. The Grants Officer is the first point of contact for grant applicants and takes the lead in the grant-making process. However, there are occasions when the Clerk needs to assist the Grants Officer, particularly in the assessment of grants to organisations.

You may find it useful to view information about the Foundation, which is available on www.richardreevesfoundation.org.uk. If you have specific queries about the post Lynne Hurley will be happy for you to phone her at any time between 10am and 4pm on Tuesday 13th, Wednesday 14th, or Thursday 15th January, on 020 7726 4230 extension 2.

The Clerk and the Grants Officer work at the Foundation's office, which is located in a very pleasant and lively location close to Smithfield, Farringdon and Barbican. Tube and bus communications are excellent.

The office is open Monday to Thursday and the current Clerk works Tuesday to Thursday. The Governors would like a similar arrangement for the new postholder. It is important to bear in mind that if you are applying for the post, there will be occasions when greater flexibility may be required, normally when preparing papers for the quarterly meetings of the Governors.

There are six or so occasions a year when the Clerk is expected to attend meetings of the Governors and the Investment and Property Committee. This requires an early evening commitment as meetings are normally held from 4pm until 6.30pm.

Finally, I would like to confirm that the Clerk will work 15 hours a week. The salary is £ 50,000 per annum pro rata (based on a full time week of 35 hours) and the employer's pension contribution is 10%. Annual leave entitlement is pro rata of the full time entitlement of 26 days per annum.

Completed applications should be emailed to enquiries@richardreevesfoundation.org.uk to arrive at the latest by 4pm on Wednesday, 21st January 2009. There is no application form so please attach your CV, together with a covering letter which addresses all the items contained in the person specification.

Interviews will be held on Wednesday 28th January. Please assume that if you have not heard from the Foundation by Saturday 24th January then, regrettably, you will not have been shortlisted for interview.

I look forward to receiving your application.

Yours faithfully,

Milena Renshaw
Chair of the Governors

RICHARD REEVE'S FOUNDATION

CLERK OF THE GOVERNORS

JOB DESCRIPTION

- Job Title:** Clerk to the Governors
- Reports to:** The Chair and Governors of Richard Reeve's Foundation
- Job Purpose:** To provide leadership for the Foundation's work, enabling it to fulfil its objects; managing and encouraging the professional development of the organisation at all levels; and, raising the profile of Richard Reeve's Foundation in its Area of Benefit through networking and the development of partnerships.
- Job Scope:** To direct and manage the resources and activities involved in the work of Richard Reeve's Foundation in its Area of Benefit.
- To develop, implement and review strategic plans for meeting those educational needs in its Area of Benefit as agreed with the Governors from time to time, taking account of changes in the operational environment and new opportunities which present themselves to make Richard Reeve's Foundation better known.
- Relationships:** **Internal**
- Chair of Governors
 - Vice-chair of Governors
 - Chair of Investment and Property Committee
- External**
- Clerks / CEOs of other charities and grant making bodies
 - Directors of other agencies engaged in delivering educational programmes to young people in the AOB
 - Professional Advisers
 - The Charity Commission
 - Local Authorities
- Line Manager in respect of Reeve's work only for**
- The Foundation's Grants Officer

Principal Duties:

- 1 To provide leadership, management, administrative and financial oversight for the work of the Foundation.
- 2 To provide Governors with administrative support in the preparation for, and conduct of, all Governors' meetings, and to produce minutes and ensure that follow up actions are taken.
- 3 To provide Governors with timely information, advice and proposals on any aspect of the Foundation's work and to keep them informed of any changes in the scope, nature and environment of the Foundation's activities that requires a response or action.
- 4 To prepare annual budgets for agreement with Governors and monitor these throughout the financial year.
- 5 To report regularly to Governors on any agreed annual plans, to confirm achievements, identify adverse variances and agree the corrective actions required to improve performance.
- 6 To ensure that accounts are prepared for annual audit and prepare and agree an annual report to go with the annual accounts of the Foundation.
- 7 To liaise with the bookkeeper to ensure accurate production of quarterly accounts.
- 8 To ensure that all the activities of the Foundation, and particularly grant making, are operated and developed in accordance with the Charity Commission Scheme and with the policies laid down from time to time by the Governors.
- 9 To take reasonable steps to ensure that grants awarded are used for the purpose intended and that, where organisational grants are made, to arrange for monitoring reports to be received.
- 10 To work with the Investment and Property Committee and professional advisers to ensure that income from the Foundation's properties is maximised and to keep under review the development potential of these properties.
- 11 To work with the Investment and Property Committee and professional advisers to ensure that a balance is maintained between maximising income from the Foundation's investments and protecting the capital value of the assets.

- 12 To ensure compliance with all regulations and codes of practice relevant to the Foundation's work and to develop a full programme of risk assessments and report on these to the Governors at least once a year and more often if necessary.
- 13 To liaise with appointing bodies to ensure that the Governor appointments made by them are carried out in a timely manner and in accordance with the Charity Commission Scheme and, where possible, take account of the skills needed on the Board.
- 14 To raise the profile of Richard Reeve's Foundation in its Area of Benefit and develop and maintain a sustainable PR programme that encourages greater participation by beneficiaries and keeps partners well informed.
- 15 To maintain and develop good relationships with other charities, grant-making bodies, and educational establishments in the AOB.
- 16 To provide line management support to the Grants Officer
- 17 To manage the Foundation's office premises, ensuring that it remains in good repair and that health and safety compliance is maintained.
- 18 To foster good relations with the Foundation's tenant in the office premises.

RICHARD REEVE'S FOUNDATION

CLERK TO THE GOVERNORS: PERSON SPECIFICATION

Essential skills, experience and attributes

Good communicator at all levels

Strategic thinker with the ability to translate agreed strategy into understandable and achievable goals

Skills in partnership building and in developing and maintaining mutually advantageous networks

Demonstrable understanding and experience of financial management and control

Knowledge of charity law

Experience of working with and servicing boards

At least 3 years senior management experience, including line management and risk management

Administrative skills and competent use of Word, email and the internet

Commitment to helping those most in need in society

Desirable skills, experience and attributes

Experience of helping those most in need in society, either in a paid or voluntary capacity

Public or charity sector experience at a senior level

Experience of issues relating to the management of investment property assets and other financial investments

Experience of grantmaking

Experience of databases

Experience of managing office premises and knowledge of health and safety in the workplace