

Clerk to the Board of Trustees – Job Description

Responsible to: Chair of the Board

About the Kenton

The Kenton is a vibrant and historic theatre that has been entertaining audiences since 1805. From toe-tapping music and gripping drama to comedy, dance and family-friendly shows, The Kenton offers something for everyone in its intimate 240-seat auditorium. This beloved venue is also a hub for local community groups and private events, bringing people together in celebration of culture. With over 250 performances a year and an annual income of £700k+. The Kenton plays a vital role in the cultural landscape of Henley-on-Thames and the surrounding area.

Purpose of the Role

The Clerk to the Board of Trustees plays a vital role in supporting the governance of the charity. They are responsible for ensuring that the Board operates effectively, complies with legal and regulatory requirements, and maintains accurate records of meetings and decisions. The role requires strong administrative and secretarial skills, excellent communication, and a keen eye for detail.

This role serves as a vital link between the Board, the Theatre Manager, and other stakeholders.

Main duties and Responsibilities

Board and Committee Administration

- Manage the Trustee calendar, scheduling board meetings, sub-committee meetings and the Annual General Meeting (AGM).
- Outline Board Agendas in collaboration with the Chair and Theatre Manager.
- Ensure timely circulation of Board papers at least one week before meetings.
- Attend Board meetings, record minutes, ensure accurate records of discussions and decisions including quoracy, and promptly circulate action points and track progress.
- Ensure annual Declarations of Interest are completed and maintain the Conflict of Interest register.
- Manage the Governance folder in SharePoint, ensuring all documents are appropriately filed.
- Update and maintain the Register of Directors.
- Maintain a record of membership and Terms of Reference for all Committees.
- Ensure timely receipt of Board reports including sub-committee reports.

Regulatory and Compliance Support

- Maintain statutory records, including Declarations of Interest, appointment and resignation records, and governance policies.
- Manage filings with Companies House and the Charity Commission.
- Support governance reviews, including the adoption of the Charity Governance Code.
- Ensure quoracy has been reached and recorded regarding key Board decisions.

Membership and Communication

- Process membership applications and oversee Board approval where necessary.
- Update and maintain the Register of Members.
- Format and circulate tri-annual newsletters to Members.
- Administer annual membership fee processing and respond to Member queries.
- Support the Heroes of the Kenton programme.

Board and Trustee Support

- Manage recruitment of new Trustee Board Members.
- Conduct appropriate checks on new Trustees, including reference collection.
- Develop and implement the agreed onboarding/induction process for new Trustees.
- Act as a liaison between the Theatre Manager and the Board, ensuring clear communication.

Meeting and Event Coordination

- Arrange Finance Committee and Board meetings in line with financial reporting schedules.
- Coordinate the preparation, planning, and delivery of the Annual General Meeting.
- Schedule ad hoc meetings of Trustees.
- Devise and maintain an annual calendar of meetings, events, and statutory tasks.
- Keep track of trustee holidays/availability.
- Develop and maintain any required Terms of Reference.

Briefings and Policies

- Prepare briefing papers for Trustees as required.
- Maintain and develop governance policies as appropriate and work with the Theatre Manager to ensure the Board has relevant and appropriate oversight of operational policies.

Organisational commitments

- Carry out any other task required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.

- Be accountable for yourself and others, in line with our Health & Safety Policy and Safeguarding Policy.
- Contribute to activities that support income generation and fundraising.
- Contribute to our environmental sustainability goals.
- Undertake relevant training and development as required.

Person Specification

We are looking for someone who has:

- Proven experience in board administration, governance support, or a similar role.
- Strong organisational and time-management skills.
- Excellent written and verbal communication and interpersonal skills.
- Ability to take accurate minutes and summarise key points.
- Ability to handle sensitive and confidential information with discretion.
- High level of attention to detail and accuracy.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and document management systems.
- Experience in arranging meetings, preparing agendas, and taking minutes.
- Understanding of charity governance, regulatory requirements, and compliance matters.

Desirable Skills and Experience:

- Knowledge of Companies House and Charity Commission filings.
- Experience working in the arts, cultural, or non-profit sector.

Terms and Conditions

Salary: £6,656 per annum

Hours: 8 hours per week

Annual Leave: 28 days per annum including Bank Holidays pro rata (rising by one day per year of service to a maximum of 33 days)

Probation: This post is subject to a three-month probationary period

Contract type: Permanent

Location: Home based with attendance at meetings as required

Application Process

Please email a CV and cover letter to: recruitment@thekenton.org.uk ensuring that **Clerk to the Board of Trustees** is included in the subject line. Please ensure you complete our Equal Opportunities form, which is available on our website, and send this together with your application.

For further information please contact Tara Macleod, Chair of Trustees at tara.macleod@thekenton.org.uk

Deadline for applications: **9am on Monday 24 March 2025**

In-person interviews to take place: **week commencing 31 March 2025**

We will be reviewing applications on an ongoing basis and encourage you to submit your application early. We reserve the right to close this vacancy earlier than the deadline if a successful candidate is appointed.