Clerk to Peter Tatchell Foundation Trustees – Job Description and Person Specification

This is an exciting opportunity to assist the PTF trustees to provide strategic leadership, be a model of exemplary practice and achieve the PTF’s charitable objectives through arranging trustee meetings, providing monthly reports to the trustees, managing HR processes and providing support for fundraising events run by the board of trustees.

Summary

Job Title: Clerk to Trustees

Contract: Part time (10 hours per week).

Salary: £15,000

Reports To: Board of Trustees

Location: Hybrid remote with face-to-face meetings in London two or three times a year.

The Organisation

The Peter Tatchell Foundation (PTF) is a human rights advice, educational, support and advocacy organisation that seeks to promote and protect the human rights of individuals, communities and nations, in the UK and internationally, in accordance with the body of established national and international human rights law by all appropriate peaceful means.

The PTF works on a selected range of human rights issues in selected countries. Both the issues and countries are selected on the basis of appeals from human rights victims and defenders, often on the grounds that few other human rights organisations are working on these issues, in our way and in these countries.

Much of our work involves seeking to influence and change public consciousness, values and culture regarding matters of human rights (which include the related issues of equality, diversity and non-discrimination). We initiate and intervene in public debates to promote awareness of human rights issues among the public, social institutions, businesses, NGOs and governments.

PTF are an equal opportunities employer and welcome applications from all suitably qualified people regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Tasks to include:

- Arranging two in person and two online trustee meetings a year including preparing agendas, minutes, papers and following up on decisions
- Providing a monthly report to trustees that
  - Appraises how the charity has fulfilled its charitable objectives
  - Appraises the impact and reach of the charity in the previous month
  - Gives a financial update
- Preparing the PTF annual report.
- Supporting the trustees in developing and ensuring the wellbeing of all staff
- Develop trustee policies and a staff handbook and ensure that these develop in line with best charitable practice
- Ensure that HR processes including holiday, TOIL, sick leave and expenses payments are fit for purpose and completed in a timely manner.
- In February each year provide the board with a report on trends in remuneration in the sector and make proposals for any change to remuneration packages
- In October each year review JD’s and contracts of all staff and make recommendations of changes to the trustees
- Ensure IT support is provided for all staff.
- Coordinate with suppliers to ensure that our employees are equipped with the right tools to do their jobs.
- Recruitment, selection and support of new trustees.
- Assist with large events such as the ‘Equality ball’ on the day and in preparation of the event together with relevant board trustees.
• To carry out additional tasks as requested by the trustees, in accordance with furthering the aims of PTF.

Person Specification

• Experience in obtaining trust and rapport with colleagues to assist them to excel in their roles.
• Experience in developing and carrying out HR policies and procedures.
• Experience in producing monthly reports.
• Proven experience of developing positive relationships with, and managing a portfolio of, third party suppliers.
• The ability to work independently and collaboratively to deliver the PTF’s objectives.
• An analytical and creative approach to finding solutions.
• Excellent written and oral communication skills, and interpersonal skills.
• Excellent time management, organisational and planning skills.
• High professional standards and commitment to a diverse flexible working environment.
• A keen interest in human rights, LGBT rights and world affairs.
• Commitment to the PTF’s values, aims and objectives.

Contract Terms

• Post: Permanent
• Working Hours: Flexible 10 hours per week
• Notice period: 2 months after a probation period of 6 months when the notice period is two weeks.
• Start date: ASAP
• Location: Hybrid, probably three evening meetings in London per year
• Salary: £15,000 per annum with contributions to a pension of your choice
• Leave: 7.5 Days per annum

Application Process

• Email your CV and application letter to Deborah@petertatchellfoundation.org by Friday 23\textsuperscript{rd} February 2024
• Interviews will take place online in the week commencing 04\textsuperscript{th} March (the PTF aims to respond to all applicants but if you don't hear back from us, please consider your application unsuccessful)
• Should there be a further stage of the interview process, this will take place face to face the following week in London
• Any offer of employment will be conditional on receipt of two successful references