



The  
**Balcarras  
Trust**

# Governance Professional

**To start as soon as possible**

**Salary: Competitive**

We are seeking to appoint a Governance Professional to act as Clerk to the Trustees and to advise the Trust on all aspects of governance.

The successful candidate will be responsible for preparing all meetings of the Trust and minuting them correctly for the Trust Board. We are looking for someone who has good knowledge of Trust governance. The position allows for some home working although you will be expected to attend all the Trust meetings and other activities in school as required. This will involve some meeting and planning time with the CEO and The Chair of Trustees. Trust meetings are planned well in advance and the times of the meetings are agreed and communicated before the commencement of the of each academic year.

The Trustees have put together a pack of information for interested parties.  
If you require any further information then please do get in touch.

## Application

Further information including a job description can be found in the Applicant Pack [www.thebalcarrastrust.co.uk](http://www.thebalcarrastrust.co.uk). To apply, please complete an application form and send completed application forms to [jobs@balcarras.gloucs.sch.uk](mailto:jobs@balcarras.gloucs.sch.uk)

**Closing Date for applications: Friday 9<sup>th</sup> February 2024, 9am**

**Interview date: To follow shortly afterwards**

For further information about the post, please contact the Trust at the above e-mail address.

*The Balcarras Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This role will involve regulated activity with children. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. Please also read the Recruitment Selection and Disclosure Policy within "How to apply" which includes our policy on recruiting ex-offenders. All posts are subject to an enhanced DBS check and receipt of two satisfactory references.*