

**CLERK TO THE TRUSTEES**

**OF ST NICHOLAS’ HOSPITAL**

**INTRODUCTION**

St Nicholas’ Hospital is an endowed Christian foundation which has provided unbroken service to people for over 800 years. The Hospital enjoys a riverside location with well maintained gardens just to the south of Salisbury Cathedral Close. There is a small and ancient chapel that is used for daily worship.

The Hospital provides accommodation in 24 self-contained flats (currently occupied by approximately 30 residents) in four small accommodation blocks. Residents of the Community are known as “Brothers and Sisters of St Nicholas’ Hospital”. The Hospital is governed by a small Trustee body, to which the Clerk is clerk, and the Community is led by an Anglican priest who is entitled The Master.

**JOB DESCRIPTION**

**Job title** Clerk to the Trustees of St Nicholas’ Hospital

**Location** St Nicholas Hospital, St Nicholas Road, Salisbury SP1 2SW

**Accountable to** The Chair of the Trustees but with day to day management delegated to the Master

**Key relationships** The Master, the Master’s Pastoral Assistant, the members of the Community of St Nicholas’ Hospital, the Trustees and contractors

**Summary of Job** The Clerk is responsible for the day to day administration of the Hospital including finance, contractors and premises.

**Principal duties**

* To prepare an annual draft budget for approval by the Trustees, to monitor and implement that budget and to report to the Trustees thereon at least quarterly
* To prepare a rolling plan for the upkeep of the Hospital buildings for approval by the Trustees, to monitor and implement that plan and to report thereon to the Trustees at least quarterly
* To prepare for approval by the Trustees and to keep under regular review such policies and procedures as the law and/or good practice may require
* To liaise with the Trustees’ professional advisers and the Charity Commission to ensure that the Trustees’ legal obligations are met
* To act as clerk to the meetings of the Trustees including, in conjunction with the Chair, issuing such agenda papers and reports as may be required
* To liaise in conjunction with the Master with the members of the Community in respect of matters (such as maintenance contributions, insurance, property maintenance, health and safety etc) which affect them
* To monitor the Trustees’ equity and property investments, to liaise with the Trustees’ equity and property managers as required and to liaise direct with the tenants or licencees of some small parcels of agricultural land which may not be included in a managed portfolio
* To monitor and keep up to date with relevant legislation and procedures
* To maintain and review the Hospital’s policies and prepare new policies as required.
* To ensure that the Trustees’ obligations to employees and contractors are met
* To maintain the pay roll and banking functions
* To act as the Data Controller for the Hospital

#### PERSON SPECIFICATION

**Characteristics:**

* Ethical – honest and trustworthy
* Capable of easily forming good relationships with a wide variety of people
* Flexible – willing to work flexible hours as events and priorities require
* Discreet and able to hold confidences
* Calm
* Clear thinking
* Committed to the promotion of the wellbeing of all
* Emotionally intelligent
* Clear communicator
* Comfortable working alone and in a small team
* Willingness to accept responsibility
* Empathy with the Christian ethos of the Community

**Experience:**

* Experience of financial and property administration
* Literate in the use of Microsoft Office and similar packages

**GENERAL CONDITIONS**

**Standards of behaviour and conduct**

The Clerk is expected to act at all times with due consideration for others and in a manner befitting their position as an employee of a charitable Christian community.

**Health and safety responsibilities**

The Clerk is required to ensure that they understand and accept the legal duties placed on them not to endanger themselves or others and to co-operate with colleagues and management in the control of health and safety at work and, therefore, in particular:

* to read and understand and abide by the Hospital’s health and safety policy
* to make themselves familiar with accident and emergency procedures on the Hospital site
* to make themselves familiar with the findings of any risk assessments which might affect them
* to inform the Master immediately of any health or safety deficiencies or dangerous situations or near misses
* to set a good personal example in respect of health and safety

**Confidentiality**

The Clerk must not pass on to unauthorised persons any information obtained in the course of their duties without the permission of the Master.

**TERMS OF EMPLOYMENT**

### Hours of work

Fifteen hours per week currently worked on two days but subject to negotiation and agreement

**Salary**

The starting salary for this post is £18,000 per annum.

## Pension scheme

The Hospital operates a contributory pension scheme through [NEST](https://www.nestpensions.org.uk/schemeweb/nest.html) (further details of which are available from the current Clerk (clerk.stnicholashospital@outlook.com).

**Annual Leave**

Twelve days in each calendar year.

**Notice**

The notice period is three months on either side or that to which the employee is entitled in accordance with current employment legislation, whichever is greater. Should the Clerk be summarily dismissed on the grounds of gross misconduct, the employment may be terminated without notice.

**Contract**

The post is offered on an open-ended contract subject to

* a trial period of three months
* a current clear Disclosure and Barring Service certificate