



CONSERVATORS OF THE RIVER CAM

Vacancy for the Clerk to the Board of Conservators

The Job

The River Cam Conservancy is the statutory navigation authority with responsibility for maintaining the river, and regulating the navigation of vessels on it, between the Mill Pond in Cambridge and Bottisham Lock near Waterbeach. Following a recent review and staff restructure, the Conservancy is seeking to recruit a Clerk to the Conservators. The person appointed will exercise the powers and fulfil the functions of Clerk as set out in the Conservancy's statutes, and will also perform other duties normally performed by a clerk to a statutory body.

This is an interesting opportunity for a self-motivated, professional and organised person, who would enjoy the challenge of advising and supporting the Board and the Chair, and in the management of meetings and the governance of the Conservancy. This will be a home based role.

Person Specification

ESSENTIAL:

- An ability to write clearly, concisely and grammatically, and in particular to take accurate minutes
- Excellent oral presentational skills
- Excellent interpersonal skills
- Excellent administration and organisational skills
- Excellent record-keeping skills
- High standards of integrity and honesty
- Ability to acquire a working knowledge of the statutes governing the Conservancy and the Byelaws.

DESIRABLE:

- Previous experience as a company or partnership secretary, or as clerk to a statutory body
- An ability to understand and interpret legal documents, and to draft simple contracts
- Experience in compliance and governance of organisations

Additional Information

Work Hours: It is intended that the role will be both part time and flexible. It is anticipated that work load will vary, with the greatest demands being in relation to the quarterly meetings of the Board of Conservators and the meetings of the two sub-committees, with some weeks requiring more time to be spent than others. There is an important requirement that the Clerk must attend all meetings of Conservators and of the committees. Accordingly, a high degree of flexibility will be required. It is also expected that during the initial period, extra time may be required to become familiar with the statutes and byelaws, and the organisational requirements and governance of the Conservancy.

An estimated average of 21 hours per week has been allocated to this role in calculating remuneration. This will be reviewed after an initial 12 month period.

Remuneration: The organisation is willing to consider a number of payment options due to the varied hours required for this role, such as a salaried position or a contracted self-employed position. It is anticipated that this role will be paid between £20,000 to £30,000 per annum depending on the agreed option.

Contact: if you wish to arrange a call to discuss the job, please email info@camconservators.org.uk

Application Process:

Please email CV's and Cover Letters to: recruitment@camconservators.org.uk

Postal Address: Clerk Recruitment, Clayhithe Office, Clayhithe Road, Horningsea, Cambridge, CB25 9JB

Closing date for applications: 21/01/2022 Midday.

Privacy: Please see our website for our full policy <https://www.camconservancy.org/about>

Your personal data will be handled in confidence and will only be used in respect of the organisations legal requirements for the recruitment to the specified job vacancy. Applicants personal data will be retained for a 6 month period for reference should the recruitment process be delayed, after which it will be deleted or destroyed.

Job description of the Clerk to the Board of Conservators

Main purpose of role:

- To fulfil the statutory functions of Clerk as set out in the 1851 and 1922 Acts, and the Commissioners Clauses Act 1847.
- To provide advice to the Conservators on their powers and duties, and on matters of governance and procedure, or to obtain such advice from outside advisors where appropriate.
- To ensure that meetings of Conservators, and of any committees appointed by the Conservators, are properly called and constituted.
- To assist the Chief Executive Officer and Chair of the Conservators, and the Chair of any committee, with the preparation of agendas for meetings, and to advise on what supporting reports and papers are required for such meetings.
- To keep minutes of meetings of the Conservators and of committees
- To undertake such other functions as would be expected from a Clerk to the Board of a statutory body
- To Report to the Chair, and keep the Chief Executive Officer informed on all issues affecting the operation of the Conservancy.
- To liaise with other officers and the Contract Manager of River and Rural Ltd as necessary and in order to provide advice and assistance as necessary.

Main responsibilities and tasks:

Conservators

1. Maintain a record of the persons appointed as Conservators and Observers, and of persons appointed to any committees.
2. Provide for the induction of newly appointed Conservators and for the signature by them of the declaration required by statute.
3. Keep a record of the attendance of Conservators at meetings and inform the Chair should any Conservator become disqualified through non-attendance.
4. Use best endeavours to ensure that the bodies responsible for appointing Conservators appoint replacements when vacancies arise.
5. Ensure that information required from Conservators by the auditors or any regulatory body is provided.

Meetings

1. Supervise the preparation of adequate agendas for meetings in consultation with the Chair of the meeting and the Chief Executive Officer, and advise on necessary supporting reports and papers for meetings.
2. Endeavour to ensure that agendas, reports and papers are sent out at least five working days before a meeting.
3. Maintain a record of terms of reference of committees and ensure that these are reviewed from time to time.

4. Attend all meetings of Conservators and committees, appointing a deputy where personal attendance is not possible.
5. Chair the first quarterly meeting of the Conservators until the election of the new Chair to the Conservators.
6. Advise the Chair on procedural matters during the course of the meeting in particular with regard to voting.
7. Ensure that meetings are quorate.
8. Keep a record of votes taken at the meeting.
9. Prepare minutes of meetings, including a record of those attending and a full record of any decisions made.
10. Send out minutes to Conservators/ members of committees when a draft has been approved by the Chair of the meeting.

Governance

1. Maintain a record of all general policies and codes of practice decided by the Conservators and arrange for them to be regularly reviewed as appears necessary.
2. Advise the Conservators on policies and codes of practice to be adopted and assist in the drafting of such policies and codes of practice
3. Maintain a record of any delegation of powers by Conservators and ensure that these are reviewed regularly.
4. Be conversant with the statutes and byelaws, and advise Conservators and Officers of the Conservancy in relation thereto, taking legal advice where necessary
5. Advise the Conservators on other matters of statutory and regulatory compliance and in conjunction with the Chief Executive Officer obtain outside advice and assistance to ensure such compliance where necessary.

Miscellaneous

1. Draft and prepare any legal agreements required by the Conservancy, including licences under Section 15 of the 1922 Act., or as necessary, instruct outside lawyers to do so
2. Work with the Contract Manager River and Rural to manage any applications under Section 15 of the 1922 Act.