



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 Cam, and regulating the navigation of vessels, between the Mill Pond in Cambridge and Bottisham Lock near Waterbeach. The Conservancy is seeking to recruit a Clerk. 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 exciting opportunity for a proactive, professional and highly organised person, who would enjoy the challenge of advising and supporting the Conservators in the management of meetings and the governance of the Conservancy. This will be a flexible working role, mainly based at home, with attendance of meetings in Cambridge required as well as some office attendance.

Person Specification

ESSENTIAL:

- Must be able to take accurate minutes.
- Excellent writing skills
- Ability to use Microsoft Office and demonstrable IT skills
- Excellent Data Management skills
- Ability to present reports clearly and succinctly
- Excellent interpersonal skills
- Excellent administration and organisational skills
- Must be able to work under pressure and comply with deadlines
- High standards of integrity and honesty
- Will need to acquire a thorough knowledge of the Statutes and Byelaws governing the Conservancy..

DESIRABLE:

- Previous experience as a company executive PA, 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

Hours: An average of 28 hours per week is estimated. 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.. The Clerk must attend all meetings of Conservators and of the committees. Accordingly, a high degree of flexibility will be required. During the initial period, extra time may be required to become familiar with the Statutes and Byelaws as well as the organisational requirements and governance of the Conservancy.

Pay: The salary will be within the range £26000 to £30,000 pro-rata to 28 hours per week.

Benefits: The Conservancy offers a generous pension contribution, life insurance, 24 days annual leave increasing to 29 days over 5 years continuous employment as well as 8 bank holiday days, pro rata for part-time employees.

Contract: This will be a part-time, permanent contract, with a 6 month probationary period.

Contact: For the Job Description or if you wish to arrange a call to discuss the job, please email recruitment@camconservators.org.uk

Application Process: Please send CV's and Cover Letters to: recruitment@camconservators.org.uk . Your cover letter should be concise, explaining your relevant experience and skill sets and why you wish to be employed in this role. The advertisement period has been extended and will run until 17.00 hours on the 22nd of June 2023, however the Conservancy reserves the right to close the vacancy early should a suitable candidate apply or extend it beyond this date should the need arise.

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 organisation's legal requirements for the recruitment to the specified job vacancy. Applicant's personal data will be retained for 6 months after which it will be deleted or destroyed.