

Gospel Standard Bethesda Fund Clerk to the Board of Trustees

Bethesda is seeking to recruit and appoint a clerk to the Board of Trustees. The role is for 2 days (0.4 FTE) a week mainly working from home and the main tasks will be:

- Working with the Chairman and General Manager to prepare agenda and minutes for meetings of the Board.
- Maintaining relevant and regulatory registers.
- Ensuring the smooth running of the Board.
- The ability to write concisely and accurately are necessary together with good keyboard skills and familiarity with MS programs.
- A high level of personal integrity is essential in this role.
- An enhanced DBS check will be required.
- A salary of £9,088 is offered together with 11 days annual leave
- If you are interested in this role, please contact Michael Ridout (Chairman) for a confidential discussion. (Tel 01794 503300).

An application pack is obtainable from davidstevens@gsbf.uk or downloaded from the GSBF website: <https://www.gospelstandard.org.uk/Bethesda/Careers>