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**Clerk**

**Job Description**

**Accountable to:** The CEO

**Salary:** £14 ph

**Hours:** Variable

**Location:** Various in Swale and home working

**Duties**

* To provide support to board and other ad hoc meetings at varying locations within Kent
* To take accurate minutes and format these into meeting reports in a timely manner as required
* To ensure the confidentiality of proceedings
* To provide general administrative support as required

**Person Specification**

* Strong Word skills
* Accurate minute taking and proof-reading skills
* Excellent relationship management
* Excellent organisation and time management
* Excellent communication skills
* Strong attention to detail
* CCDL with own transport

***Children and Families Ltd is committed to safeguarding and promoting the welfare of children and vulnerable adults.***