SALT FOUNDATION

Clerk to Salt Foundation Trustees

Shipley College - Great people, great place!

Hours: Expected hours are 100 hours per annum, over an 8 to 10 month time frame.

Salary: £14.66 per hour

Closing Date: Monday 14th December 2026 at 9am ***(We may close the advert early if sufficient applications are received. Early application is advised)***

Interview Date: To be confirmed

Start Date: ASAP (subject to satisfactory pre-employment checks)

Salt Foundation: Who we are
Created in 1979, the Foundation combined four earlier charities into a new body with nine trustees. Its charitable aim with regard to Victoria Hall is to use the building as "a community centre for the benefit of the inhabitants of Shipley by the advancement of education and the provision of facilities for recreation and leisure-time occupation".

The Role
We are looking to recruit a Clerk who will provide administrative support to the Salt Foundation. Duties include liaising with Trustees and external parties to prepare for quarterly board meetings and Executive Committee meetings, drafting and distribution of minutes and maintaining accurate records.

We are looking for applications from candidates who are well organised and have experience in administration, including maintaining written and electronic records. Experience of organising meetings, writing agendas and taking concise, accurate minutes are also essential qualities.

Please refer to the job description and person specification for further information.

Shipley College is an equal opportunities employer. This is a variable hours role, therefore flexibility in working hours is available. Shipley College is the employer but the responsibilities of the post are to the Board, including liaison with the Chair.

matrix MINDFUL EMPLOYER disability confident EMPLOYER

Benefits we offer include:	We are looking for someone who has:
• Pension Schemes • Access to a free gym on site • Reduced cost train and bus travel* • Access to free onsite car parks *qualifying period applies	• Level 2 (GCSE equivalent) in English/literacy and Maths/numeracy • Experience in administration and minute-taking • Ability to organise and prioritise work, meet deadlines, maintain confidentiality, work with accuracy and integrity • Relevant experience of governance in the charity sector

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk.

Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.	The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.

Job Description

JOB TITLE	Clerk to Salt Foundation
RESPONSIBLE TO	Salt Foundation Trustees

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.

- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.

- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

To provide a high-quality clerking service to the Salt Foundation Trustees.

DUTIES AND RESPONSIBILITIES

- To liaise with Trustees and Managing Agency staff to prepare and circulate papers for quarterly Board meetings, normally held on Thursdays.

- To assist as required with preparation for Executive Committee meetings (approximately seven meetings per year, normally also held alongside the quarterly Board meetings on Thursdays at 9am.

- To draft minutes for Board and Executive Committee meetings that accurately reflect the Foundation's work and indicate who is responsible for agreed actions.

- To send drafts to the Chair for approval and circulate minutes within an agreed timescale.

- To maintain up-to-date records of Trustees, including a register of interests.

- To assist in maintaining a Foundation filing system and archive, including signed minutes of all meetings.

- To deal with correspondence as requested.

- To participate in appropriate training.

- To assist with annual review of the Foundation's work and updating its Strategic

Plan.

- To comply with formally agreed Foundation policies and assist in updating these.
- To Clerk additional committees (e.g. Victoria Hall 150th Anniversary Committee).
- To assist with the recruitment of new Trustees.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.**

Level 2 in literacy and numeracy or equivalent
Competence in the use of a range of IT skills
Experience in administration, including maintaining written & electronic records
Experience of organising meetings, writing agendas and taking concise, accurate minutes.
Ability to prioritise tasks and meet deadlines whilst working from home
Experience in consulting and working collaboratively with other organisations
Experience in a role where confidentiality was a requirement

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Familiarity with spreadsheets and financial reports.
Experience of local authority-voluntary sector interface
Experience with online conferencing
Interest in community and local heritage issues
Familiarity with current GDPR requirements for small charities.
Experience working in a fast paced or high-pressure environment
Able to work flexible hours when required to meet the needs of the business

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Knowledge and experience of Equality, Diversity & Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

Victoria Hall



Victoria Hall (then)

The Village
Saltaire is named after philanthropist Sir Titus Salt and the River Aire, which flows at the bottom of the village, near Roberts Park. In the 1850's, Sir Titus built the village to house the workers of his mill (now Salts Mill). This was a revolutionary development at a time when all the major surrounding cities of Bradford, Leeds and Manchester were slums. His model village led the way for major regeneration, not only within these cities, but the world over.

Architecture
Inspired by opulent 15th century architecture, and commissioned by Sir Titus Salt as a 'centre for recreation, culture and learning' for his villagers, Victoria Hall was designed by architects Lockwood and Mawson and opened in 1871. It was then known as The Saltaire Institute. The Lions outside Victoria Hall (and the Salt Building opposite, part of Shipley College) have stories to tell too. They were designed by sculptor Thomas Milnes of London, and were – apparently – originally destined for the bottom of Nelson's column in Trafalgar Square in London. Local legend has it that the lions clamber down to the River Aire after dark each night to drink, before returning the next morning. We've tried to catch them, but they're pretty sneaky for such big lions.

Billiards, Bagatelle and Fencing, oh my! When it opened, Victoria Hall housed a library, gymnasium and rifle drill-room, fencing room, armoury, chess room, laboratory and lecture theatre, bagatelle and billiards room, a school of art, and a large dance hall with a fully sprung floor. It was perfectly suited to a huge variety of events, and we still are today, hosting weddings, meetings, exhibitions, festivals, concerts and lavish balls.

Famous Faces
Sir Titus Salt hosted an impressive array of speakers such as historian John Ruskin, Prime Minister Benjamin Disraeli and the great explorer David Livingstone. Charles Dickens was booked to speak shortly before his unexpected death in 1870. To this day the venue still attracts visitors from across the globe. It has also been used as a filming location, including for celebrity chef Heston Blumenthal's Great British Food series.

Ongoing legacy
Victoria Hall is owned by a charitable trust, the Salt Foundation, and managed on its behalf by Shipley College. All proceeds from the hire of the venue and donations to The Salt Foundation for Victoria Hall go directly back into managing and maintaining the building.

Now your turn…
We're currently developing our recorded history of Victoria Hall. Do you have a story to share, or interest in volunteering to help us with our archive? Please email us at hello@victoriahallsaltaire.co.uk – we'd love to hear from you!

Victoria Hall (now)

We're a small but perfectly formed team, passionate about delivering great customer service and looking after this beautiful venue to pass on to the next generation to do the same thing.

This is what we believe in:

- Looking after this gorgeous old lady of a venue for future generations. She's seen so many stories over the years, we're delighted to play our bit to help add new stories to that history, and ensure her long life & long term success.

- We believe in really looking after you. Seriously. The buzz we get when we see your event going well, introduce a visitor to the history of the venue, or see the joy in a couple's eyes when they've just got married here surrounded by friends and family, you just can't beat it.

- We believe in our community: our fabulous, creative and varied Saltaire, but also the whole of Yorkshire. We're immensely proud of our corner of the world, our clients and fantastic recommended suppliers.

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