

Clerk to the Board of Trustees

Location: Dorset (with occasional travel to Devon)

Fee: £200 per meeting + £20/hour for ad hoc work

Contract: Freelance/Part-time

Applications close: 31st August 2025

Job Overview



Margaret Green Animal Rescue, a well-established and respected charity dedicated to rehoming and caring for unwanted, abandoned, and mistreated animals, is seeking a **Clerk to the Board of Trustees**.

With centres in Dorset and Devon, the charity has been a vital part of the community for decades, offering sanctuary and second chances to animals in need.

As Clerk, you will play a key role in supporting the governance of the charity by ensuring the smooth and effective operation of the Board.

This is an exciting opportunity to contribute to a cause that truly makes a difference.

Key Responsibilities

- Prepare and distribute agendas and supporting documentation for Board meetings.
- Accurately record and produce comprehensive minutes of meetings.
- Maintain statutory records and ensure compliance with governance requirements.
- Provide procedural and constitutional advice to the Board.
- Liaise with the Chair to plan the annual cycle of meetings, topics/attendees and key governance activities.
- Support ad hoc governance tasks as required.



Requirements

- Proven experience as a Clerk to a Board, preferably in the charity or education sector.
- Excellent organisational and written communication skills.
- Strong understanding of governance, compliance, and confidentiality.
- Ability to work independently and manage deadlines.
- Based in Dorset, with the ability to attend **six in-person meetings per year in Dorset and one in Devon**, as well as virtual meetings via Microsoft Teams.



What We Offer



- A flexible, freelance opportunity to support a meaningful cause.
- A fixed fee of **£200 per meeting, with £20/hour** for additional governance support.
- The chance to work with a passionate and committed Board and leadership team.

About Margaret Green Animal Rescue

With centres including **Church Knowle** and **Lincoln Farm** in Dorset, and **Wingletang** in Devon, Margaret Green Animal Rescue is a registered charity (No. 1167990) that provides shelter, care, and rehoming services for cats, dogs, and other animals.

The charity is committed to animal welfare and community engagement, offering boarding services and volunteer opportunities to support its mission.

