

W H & E HARLOCK ALMSHOUSES CHARITY

Swineshead

Clerk to the Trustees

- W H & E Harlock Almshouses Charity is seeking to appoint a **Clerk to the Trustees** to support the effective administration and governance of the Charity.
- This is a **paid role**, with remuneration **dependent on experience**.

The Role

- The duties of the Clerk to the Trustees include, but are not limited to:
- Providing **administrative support**, including **minute-taking** at quarterly trustee meetings
- Assisting with **financial matters**
- Managing **communication with residents**
- Liaising with **external agencies** and the **Charity Commission**

The Successful Applicant

- The successful applicant will be organised, reliable, and able to work independently, with strong administrative and communication skills. Previous experience in a similar role or within the charity sector would be an advantage.

How to Apply

- To apply, please submit your application by email to either of the following:
- **Shelley Dawson** – Shelley.dawson1@btinternet.com
- **Karen Cartwright** – KarenCartwright05@hotmail.com
- **Closing date for applications: 20 March 2026**