

Job Description: Governance Clerk

Job Title	Governance Clerk (Contractor)
Reports to:	Co-Executive Director
Remuneration	£20.00 - £25.00 per hour, depending on experience
Duration	12 months, with possible extension
Hours	105 - 140 hours per annum. Includes approx. 3 days (21 hours) per board cycle plus ad hoc and committee support. One meeting every nine months takes place in-person in or around London on a Friday that the Clerk would be expected to attend.
Location	Remote (UK-based). You must have the legal right to work in the UK.
Start Date	January 2026

Who we are

Amala's mission is to use **the power of education to transform the lives of young refugees, their communities and the world**. We are a UK-registered charity delivering innovative educational programmes for displaced youth globally. We have developed the first accredited secondary level programme and qualification for out of school refugee and crisis affected youth, and we also offer Changemaker Courses in areas such as Peace-building, Ethical Leadership, and Social Entrepreneurship.

Our approach to education is conveyed through our human-centred, context-inclusive curricula and learning programmes that are relevant to the lives that our students lead today and will lead in the future.

The role

Amala is seeking an organised and detail-oriented Governance Clerk. They will provide professional governance and administrative support to Amala's Board of Trustees and its committees (Finance and Audit; Governance and Nominations; Remuneration), ensuring the smooth organisation and running of meetings, accurate documentation, and compliance with governance requirements.

This is a remote, flexible role ideal for someone with experience in non-profit governance, board administration, or charity compliance. The Clerk plays a key behind-the-scenes role in enabling our Board to govern effectively and make timely, mission-aligned decisions.

Responsibilities

Board and Committee Coordination

- Ensure that all Board and committee meetings are efficiently planned, scheduled, and coordinated to enable timely, well-informed governance decisions.
- Ensure all logistical aspects of Board and committee meetings are well managed, including virtual access, document sharing, scheduling, and in-person arrangements such as venues, travel, and refreshments.
- Ensure effective coordination between the Board, its committees, and senior leadership, maintaining clear channels of communication and an organised schedule that supports strategic alignment and good governance.
- Oversee the preparation and timely distribution of agendas and meeting papers, working closely with Co-Executive Directors and committee chairs to ensure information is accurate, relevant, and supports informed decision-making.
- Work with relevant team members to ensure high-quality, consistent board papers, produced in line with agreed templates and timelines.
- Deliver complete, compiled board packs by the agreed deadline, ensuring papers are finalised, formatted consistently, and securely filed on the governance drive and distributed to trustees and committee members.
- Ensure meetings are accurately minuted and records are maintained, with decisions and actions clearly captured, minutes circulated for approval, and an action log tracked to completion.

Governance and Compliance

- Maintain an up-to-date governance calendar and ensure timely review of key policies, and board or committee appointments in line with regulatory requirements.
- Oversee the maintenance of statutory and governance records (company secretarial), including the register of trustees and the conflicts of interest log, ensuring accuracy and completeness.
- Ensure robust document control and record management, so that all governance documents, such as policies, minutes, and the risk register, are properly versioned, stored, and accessible to those who need them.
- Monitor and track trustee and committee membership terms, ensuring renewals, reappointments, and succession planning are managed proactively.
- Ensure compliance with external reporting and filing requirements, including the reporting of trustee changes, governing document amendments, and serious incidents to the relevant authorities and other ad hoc changes required.

Governance Development Support

- Oversee the design and delivery of effective onboarding and induction processes for new trustees, ensuring they are well supported to understand Amala's mission, strategy, and governance responsibilities.
- Support the development of ongoing training and learning opportunities for trustees and committee members to enhance their contribution and effectiveness.
- Provide input and advice on evolving governance practices and procedures to strengthen the effectiveness and accountability of the Board.

Liaison and Communication

- Act as the central coordination point between the Board of Trustees, Co-Executive Directors, senior leadership, and committee secretaries, ensuring effective communication and alignment across all governance structures.
- Ensure that Board and committee decisions are clearly communicated to those responsible for implementation, with agreed actions tracked and reported on within required timeframes.
- Maintain clarity, consistency, and transparency in governance communications, ensuring that key outcomes and decisions are appropriately shared within the organisation to support accountability and awareness.

Skills and experience

- Demonstrable experience of having successfully worked with charity boards and committees including writing agendas and concise and accurate minute taking
- Experience of maintaining systems and records in a governance or committee environment
- Strong organisational skills and attention to detail, with excellent written English
- Familiarity with charity governance requirements and the UK Charity Governance Code
- Professionalism, discretion, and sound judgement in handling sensitive information
- Comfort working independently and remotely; able to meet deadlines with minimal supervision
- Company Secretary Experience desirable
- Experience with Google Workspace and basic formatting tools for paper packs preferred

Equal opportunities

All roles at Amala are open to applications from all sections of society: we believe in the potential of everyone regardless of race, religion or belief, ethnic origin, disability, sexual orientation, family structure, economic background, age, nationality or citizenship, gender identity, marital or civil partnership status, pregnancy or maternity, age, or any other characteristic protected by law.

We strive to create an inclusive, supportive, and welcoming work environment as we believe this is the foundation for achieving our mission. Our doors are open to those who share a commitment in our mission and these motivations, and if this sounds like you, we very much encourage you to apply.

Safeguarding

Safeguarding children, young people and vulnerable persons is a priority for Amala, and we expect all team members to share that commitment. Amala has strict safer recruitment practices in place. Shortlisted candidates must adhere to Amala's Safeguarding and Welfare Policy and Team Code of Conduct and, where appropriate, undergo criminal record or equivalent checks.

Any offer of appointment by Amala is subject to verification of identity and satisfactory references.

How to apply

To apply for the role of **Governance Clerk** at Amala Education, please complete our online [application form](#) and upload the following documents as **PDFs**:

1. **Curriculum Vitae (CV)**
2. **Personalised Cover Letter** – outlining your suitability for the position and alignment with Amala's mission and values
3. [Work History form](#) – detailing your relevant employment background

Please ensure that all documents are prepared before starting the application, as you will need to upload them during submission.

Deadline

Friday 21st November 2025, 12:00 GMT

Interviews

Interviews are expected to take place w/c 1st December 2025

Further Details

If you have any questions about this role, email people@amalaeducation.org