

This document is available in Welsh



JOB INFORMATION PACK

# Clerk to the Corporation



# The Role

## Job title

Clerk to the Corporation



## Working hours

Up to 30 hours with the option of flexible working



## Job location

City Centre Campus.  
Travel between campuses will be required.



## Salary

From £50,000 per annum (pro rata) depending on experience



## Job type

Permanent



## Closing date

20th February 2026



# Why join Team CAVC?

We are one of the largest colleges in the UK, delivering high quality education and training across the capital region of Wales.

A dynamic and motivated staff of more than 1000 subject specialists and industry experts, training and supporting 30,000 learners each year in top class facilities, in the community and the workplace across the region, UK and beyond.

Alongside studying for a full-time, part-time, university level course or an apprenticeship, we support our learners to become skilled and employable people. Providing unique opportunities to stand out from the crowd and progress.

## Why join us?

Working for Cardiff and Vale College means joining a dynamic, inclusive community that's passionate about empowering learners and making a real difference across South Wales.



# The Benefits

## Annual Leave



Generous allowance of up to 46 days for Academic colleagues, up to 32 days for Business Support colleagues and 37 days for management

## Flexible Working



Helping your career and your personal life work around each other

## Hybrid Working



The ability to work from home when possible

## Discounts



Discounts and cashback schemes including major supermarkets, online retailers, Apple, Halfords and Microsoft

## Cycle to work Scheme



Save money and keep fit

## Onsite facilities



We have an onsite salon and coffee shop so you can get your morning brew or a fresh trim

## Healthcare Scheme



A college funded health plan enabling you to claim cash towards your everyday healthcare expenses and free onsite flu jabs

## Staff Development



The opportunity to gain qualifications alongside your job to further your career and CPD sessions throughout the year

## Staff Wellbeing



Events throughout each term to help with fitness and mental health with free access to the Headspace App

## Electric Car Scheme



Salary sacrifice scheme package, allowing colleagues to sacrifice part of their gross salary to fund a new car

## Pension



Defined benefit pensions scheme with 28.68% for Academic and 16.30% for Business Support employer contributions

## Maternity/ Paternity Leave



Generous Maternity/  
Paternity Leave

# Colleague Testimonials



“The best thing about working for CAVC is the opportunity to pursue continuous professional development, I was encouraged to undertake a level 4 food safety management course shortly followed by a level 3 Assessor certificate and then an introduction to teaching course. Before I knew it I was delivering food safety training and assessing learners in the classroom, alongside my role as senior technician.”

**Gareth Day**

Lecturer in Hospitality and Catering



“At CAVC, I feel a strong connection to the mission of transforming lives through education. It’s not just a job—it’s being part of something bigger that truly matters; interacting with students and staff from diverse backgrounds creates a dynamic and inspiring environment.

Every day brings new opportunities to learn, teach, and grow together. The leadership at CAVC sets the tone by being approachable, transparent, and visionary. They inspire confidence and encourage innovation at all levels. “

**Josephine Grech**

Biology Lecturer



# Job Description

 Clerk to the Corporation

Location	Reporting to	Responsible for	Salary
City Centre	Chair of Governor's	The post holder will ensure the effective operation of the College's governance framework, providing independent advice and administrative support to the Corporation and its Committees in accordance with relevant legislation, the Instrument and Articles of Government, and best practice in the FE sector. The role is accountable directly to the Corporation and operates independently of the College's executive management team.	From £50,000 per annum (pro rata) Depending on experience

## Key Responsibilities

Cardiff and Vale College is seeking to appoint a Clerk to the Corporation who will ensure the effective operation of the College's governance framework, providing independent advice and administrative support to the Corporation and its Committees.

This is a key role providing advice, guidance, and practical support to the Chair of Governors, Committee Chairs, Governors and the Senior Leadership Team.

# Key Roles

## Specific Roles

1. To serve as Clerk to the Corporation and its committees.
2. To provide advice, guidance and support to the Chair of the Corporation and Corporation Members on all aspects of corporate governance.
3. To support the Corporation in fulfilling its statutory, legal and governance responsibilities by:
  - Monitoring relevant legislation, advice, and guidance from the Welsh Government, Colegau Cymru, and other bodies, and advising the Chair and senior team on implications.
  - Ensuring appropriate action is taken to maintain compliance, including facilitating access to independent legal advice and liaising with external agencies as required.
  - Advising on powers, governance compliance, and regulatory obligations.
  - Maintaining registers and ensuring transparency in line with obligations.
  - Acting as a key link between the Chair, governors, and senior leadership to ensure effective governance processes.
4. To provide advice on the role, function, and constitution of the Corporation (and its committees and working groups) in accordance with the Instrument and Articles of Government, the Corporation's regulations and standing orders, the Audit Code of Practice, and (in conjunction with the Director of Finance) the College's financial regulations and other regulations and procedures that may be applicable.
5. Determine the dates and organise meetings of the Corporation and its committees and ad hoc working parties ensuring an effective annual cycle of business.
6. Ensure meetings are properly scheduled, documented, and minuted, including preparation and distribution of agendas and papers.

7. Maintain accurate records of Corporation membership, attendance, declarations of interest, and eligibility.
7. To draft and keep under review the Standing Orders and to suggest improvements and amendments to meet changed circumstances.
8. To write briefings for the Corporation members, in particular for the Chair of the Corporation and the chairs of its committees and attend all meetings of the corporation and its committees.
9. Planning and co-ordination of governor training including induction.
10. Planning and co-ordination of governor events.
11. Assisting the Search and Governance Committee with governor search/succession planning activities/appointment of senior postholders.
12. Co-ordination of communication/information sharing between the College and its governors.
13. Undertaking correspondence of behalf of the Corporation.
14. Attend relevant governance network meetings.
15. The role is responsible for maintaining accurate governance records and ensuring their secure storage, handling, and retention in accordance with data protection legislation and the College's information governance policies.
16. Leverage technology and digital tools, including Artificial Intelligence (AI), to streamline governance processes, take accurate meeting notes, manage documentation, and improve overall efficiency.

## General Roles

Accountabilities applying to all colleagues	
1	<b>Health &amp; Safety:</b> Take care of your own health and safety and that of others, ensuring that you comply and promote the wellbeing, health and safety of staff at all times.
2	<b>Equality and Diversity:</b> Work at all times in line with the Equality and Diversity Policy and promote an inclusive environment at all times.
3	<b>Values:</b> Carry out all responsibilities using the College values and College priorities as the basis for your day-to-day actions.
4	<b>Policies:</b> Support all policies, ensuring full compliance with the procedures that accompany these.

### Every Job Description will be subject to review:

- Within six months of appointment.
- Thereafter, on an annual basis.
- As a result of agreed staff development / personal development needs.
- As a result of team / operational requirements or strategy changes.



We are a pledged employer for the  
Guaranteed Interview Scheme

# Person specification

Essential

Desirable

## Qualifications / Education

A sound educational background (degree or equivalent) or demonstrable commensurate experience.

✓

## Skills (Competencies and Aptitudes)

Experience in minute-taking and meeting coordination.

✓

Ability to interpret and apply legislation.

✓

Strong organisational and communication skills.

✓

Experience working with boards or committees.

✓

Excellent written and IT skills, with a proven ability to adopt and implement new technologies to enhance efficiency and effectiveness.

✓

A commitment to promoting and embracing the Welsh language and culture in the work of the Corporation.

✓

An ability to work flexibly in accordance with a fluctuating workload demand.

✓

An ability to develop positive working relationships with individuals at all levels (internal and external) to promote the college.

✓

Demonstrates the highest standards of integrity, discretion, and confidentiality, with a strong personal commitment to ethical conduct and professional values

✓

Highly developed communication and networking skills.

✓

# Person specification

	Essential	Desirable
<b>Previous Experience and Job Knowledge</b>		
Knowledge of the Further Education sector, in particular policy developments and governance arrangements in relation to issues which will impact upon education, training and learning in the Welsh FE environment.		✓
<b>Additional requirements</b>		
Have an understanding of, and a commitment to, equality of opportunities.		✓
The ability to speak Welsh or willingness to learn		✓
<b>Role Conditions</b>		
There is a requirement to undertake duties which may occasionally require travel between sites.	✓	
Participate in own CPD training which may take place at other college sites	✓	

# How to apply

## Application Process

In line with the College's Recruitment Policy, we will use the person specification to shortlist candidates. You should evidence how you have met all the Essential Criteria outlined in the person specification and outline in your 'Supporting Information' section evidence of how you meet the criteria in the same order in which they appear on the person specification.

Please note, Cardiff and Vale College reserves the right to close this vacancy early should sufficient applications be received.

Please be advised, we do not accept CVs. If you need help applying online, please contact [recruitment@cavc.ac.uk](mailto:recruitment@cavc.ac.uk) for help.

## Apply Here

[Click this link to be taken through to the job application form.](#)

We look forward to hearing from you.

Good luck!



# Terms & Conditions

## Equality & Diversity

At Cardiff and Vale College, we are committed to creating a welcoming, inclusive and diverse workplace where everyone feels valued, respected and empowered to succeed.

Our commitment to Equality, Diversity and Inclusion is embedded in everything we do – from our recruitment processes to our everyday working environment.

We are proud to be recognised as a leader in Equality, Diversity and Inclusion, and this year moved from 3rd to 2nd place in the National Centre for Diversity's prestigious Top 100 Inclusive Employers Index, reflecting our ongoing commitment to creating an inclusive, fair and supportive environment for both staff and students.

## Criminal Convictions

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform the college of any spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal.

## Data Protection

Any data about you will be held securely, with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

## Right To Work In The UK

Section 8 of the Asylum and Immigration Act 2008 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents the employee from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

