

## **Vacancy for Clerk, Eye Grammar School Fund**

A vacancy has arisen for the post of Clerk to the Trustees of the Eye Grammar School Fund.

The Grammar School Fund is a charity and exists to provide grants of money to young people and organisations in the local area. These grants help with expenses not provided by the Local Education Authority. They are intended to help further the career, education or learning of young people up to the age of 25.

The Trustees meet quarterly, in January, April, July and October to consider applications and to award grants, and the Clerk services these meetings.

The main duties of the post include:

- administer the quarterly meetings, prepare the agenda, take and write up minutes for circulation;
- receive applications for grant aid, advise candidates as necessary;
- keep financial records of income and expenditure and prepare the simple accounts for the Committee and the Annual General Meeting; liaise with the Honorary Auditor;
- publicise the Fund as appropriate.

This is a very interesting role and a good way to get to know the local area, meet people and there is real job satisfaction: you can make a difference to young people in Eye and adjoining villages.

There is an honorarium of £500 a year and office expenses are reimbursed. It is necessary to have access to a telephone, computer and email. The current Clerk will help the new appointee take up the rôle.

Please apply in writing to the the Chair of the Trustees, Sara Michell, at: Linden House, 16 Lambeth Street, Eye, IP23 7AG by 31 May, and include the contact details of a referee.

Contact Sara Muldoon for further information at [sara.muldoon@icloud.com](mailto:sara.muldoon@icloud.com) or 07905 391629.