

JOB DESCRIPTION

Administrator to Trustees



JOB TITLE: Administrator to Trustees	DURATION OF POST: Permanent
REPORTING TO: Chair	WORKING HOURS: 14 hours per week

Role Overview

The role provides administration support to Trustees and their work plan, ensuring Trustees can effectively fulfil their role and obligations.

The role is also a key point of contact and liaison between Trustees and the Executive team on communications and actions.

Whilst reporting directly to the Chair, for the purpose of ensuring day to day guidance and support is in place, the Head of Legal will be the point of contact for the postholder.

Key Duties & Responsibilities

- Schedule, organise, and coordinate trustee the annual Trustee meeting calendar, including all board and sub-committee sessions.
- Prepare and distribute meeting agendas, minutes, reports, and any other relevant documentation in advance of meetings.
- Maintain accurate records of trustee attendance, declarations of interest, and decisions made.
- Support Trustees to meet their and the organisation's, governance and regulatory requirements.
- Support Trustee recruitment, onboarding, and relevant training.
- Serve as the first point of contact for Trustee related inquiries and correspondence.
- Co-ordinate communication between Trustees and the executive team.
- Maintain and update Trustee records.
- Provide support for special projects or initiatives as directed by the Chair of Trustees.

THE HOME OF GOLF LIMITED

Pilmour House, St Andrews, Fife, KY16 9SF, Scotland
Company Number: SC198094

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Person Specification

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

Attributes	Essential	Desirable	Means of Assessment
Education and Qualifications		Relevant Professional Qualifications / Certifications	CV
Experience and Knowledge	Proven experience in an administrative or governance support role, preferably within a non-profit or charitable organisation.	Understanding of charity governance and compliance frameworks. Experience working with Trustees.	CV & Interview
Competencies and Skills	High level of discretion and professionalism. Meticulous attention to detail. Highly proficiency in Microsoft Office Suite. Strong organisational and time-management skills. Excellent written and verbal communication skills.	Minute taking.	Interview
Other Attributes / Abilities	Flexible and willing to learn and develop Strong fit with our organisational values Ability to work independently and manage multiple priorities.		Interview

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Essential Criteria – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short-listing stage.

Desirable Criteria – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

As one of our team, we always need you to:

Embody our St Andrews Links Values and Behaviours in all you do:

A team of teamsMaking the unique happen	...With unforgettable experiences
At SAL, everyone is made to feel part of the one team.	Caring for and adding to the renown, heritage and reputation of SAL is everyone's responsibility.	Ensuring that the ambitions of everyone in SAL's world are brought to life.
<ul style="list-style-type: none"> • Show genuine care for one another • Trust in each other • Keep everyone included • Work together and continuously improve • Share – ideas, work and gratitude 	<ul style="list-style-type: none"> • Be passionate about the location • Appreciate the game • Respect our built and natural heritage • Act as custodians of the Links • Take on new ideas and ways of working 	<ul style="list-style-type: none"> • Apply quality in everything we do • Be proud of the memories we make • Learn and grow together • Work to exceed expectations • Share our success with others

- Carry out your work in a safe manner and not endanger yourself or anyone else by your acts or omissions.
- Comply with the Home of Golf's health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.
- Apply the Home of Golf's equality and diversity policies and principles in your own area of responsibility and in your general conduct.
- Promote high levels of customer service in everything you do.
- Work towards continuous improvement, be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.
- Engage with our commitment to Environmental Sustainability in order to reduce our waste, energy consumption and carbon footprint.
- You may, with reasonable notice, be required to work within other areas of the Home of Golf.

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Benefits

- All of our eligible team members are auto-enrolled into a pension scheme; with a team member contribution of 5%, we offer an enhanced and competitive employer contribution of 12%
- Links golf ticket for our team - We are home to seven unique golf courses: the Old Course, New, Jubilee, Strathtyrum, Eden, Balgove, and our newest addition, the Castle Course.
- Discount for our team in our shops, food and drink venues and the Golf Academy from day one of employment.
- Employee Assistance Programem to support wellbeing
- Eligible for discretionary, non-contractual merit scheme.
- Eligible for the team's Travel to the Work Support Scheme which provides an allowance to contribute to the cost of travel to the workplace.
- Annual leave - Enhanced annual leave: 31 days per annum including public holidays on appointment increasing to 35 days after 4 years of continuous service.
- Free on-site parking.
- Recommend a friend to work with us and receive a £200 or £400 voucher to spend across The Links.
- Cycle to work scheme through salary exchange, enables you to purchase a bicycle and relevant equipment.
- Partnership discounts
- Uniform allowance.

This job description is a guide and indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list and duties may change from time to time, according to business needs.

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