

Role Description: Clerk

The Association of Higher Education Professionals (AHEP) is the professional home for staff working in higher education professional services across the UK and beyond. We connect and develop individuals at every stage of their careers, providing professional recognition, learning opportunities and a strong sense of community.

This is an exciting time to join AHEP's Board of Trustees. The higher education landscape is evolving rapidly, and the need for a confident, skilled and connected professional services community has never been greater. We are seeking new trustees to help guide the Association's strategic direction, strengthen governance and ensure that AHEP continues to serve members and the wider sector with credibility and impact.

About AHEP

AHEP is a registered charity and professional association representing higher education professional services staff. Through our membership, professional development and consulting services, we enable institutions and individuals to achieve excellence in management, leadership and operational delivery. Guided by our five-year strategy *Reaching Higher (2023–2028)*, AHEP's work focuses on three core strands:

- **Identity, purpose and engagement** – raising the profile and recognition of higher education professionals.
- **Fit-for-the-future development** – providing relevant, high-quality professional development and membership benefits.
- **Strategic sector partnerships** – building collaboration and alignment across higher education.

Our values underpin everything we do. We are credible and trusted, collaborative and inclusive, empowering and member-focused, welcoming and reflective. These values guide how we work with members, partners and one another. AHEP's activities are delivered by a small, dedicated team led by the Executive Director, who reports to the Board of Trustees. The Board provides strategic oversight, ensures good governance and upholds AHEP's charitable purpose.

The Sector Context

The UK's higher education sector is experiencing major reform, as government policy seeks to link education, skills and employment more closely, expand technical learning routes and strengthen financial sustainability. These shifts are changing how universities operate and how professional services contribute to strategy, efficiency and innovation.

For AHEP, this context reinforces the importance of sound governance, strategic clarity and strong financial stewardship. The Board's role is to ensure that AHEP remains a confident, resilient and forward-looking organisation that represents and supports the professional services community through change.

The role of Clerk

The Clerk to the Board supports the effective functioning of the Board of Trustees by ensuring that meetings are well planned, decisions are clearly recorded and actions are followed through. Working closely with the Chair, Honorary Secretary and Executive Director, the Clerk provides practical governance support and helps maintain high standards of Board administration.

Key responsibilities include:

- Planning and preparing agendas for Board meetings in consultation with the Chair, Honorary Secretary and Executive Director.
- Requesting, collating and circulating Board papers in good time ahead of meetings.
- Attending Board meetings and producing clear, accurate and timely minutes.
- Maintaining an organised actions log and supporting follow up on Board decisions.
- Scheduling Board meetings and liaising with the AHEP team on practical arrangements.
- Supporting the Honorary Secretary in advising on governance matters as required.
- Assisting with other Board related tasks by agreement with the Chair.

Person specification

We are looking for someone who can bring discretion, organisation and sound judgement to the role.

You will be able to demonstrate:

- Experience of taking notes from meetings and producing clear written records in plain English.
- Strong organisational skills and the ability to manage deadlines and competing priorities.
- A professional and diplomatic approach, with the ability to handle confidential matters appropriately.
- Confidence in liaising with senior colleagues and a range of stakeholders.

Experience of formal committee servicing or governance roles is desirable but not essential. Full induction and support will be provided.

Term and commitment

The Clerk is appointed for a term of three years, with an annual review.

The overall time commitment is modest but meaningful. The Board meets quarterly, combining online and in person meetings, and the Clerk is also expected to attend key events such as the AGM and Annual Conference. Most

duties can be carried out flexibly, and the role is expected to require around 4 to 6 hours a month.

This is a voluntary position. Reasonable travel and subsistence expenses are reimbursed in line with AHEP's policy, and attendance at the Annual Conference is covered.

Equality and Inclusion

AHEP is committed to equality of opportunity and values diversity in all its forms. We welcome applications from people of all backgrounds, particularly those currently under-represented in leadership positions in higher education and the broader professional community. Appointments are made on merit through an open and transparent process.

How to Apply

Please send your CV and a short covering letter outlining your relevant experience and motivation for joining AHEP's Board to chair@ahep.ac.uk.

Closing date: 31st January 2026