



CLERK TO THE WORSHIPFUL COMPANY OF BRODERERS

Average 3 day/week*
Salary circa £10,000 p.a. per day; pro rata

Holiday entitlement of 5 days p.a. per day worked; pro rata**
Membership of statutory workplace pension scheme

**Negotiable, depending on experience, place of work etc.*

***Additional to public holidays*

Flexible location

(The Company stores its assets at the Mercers' Hall)

The Worshipful Company of Broderers (Motto "Omnia Desuper" meaning "All things come from above") wishes to appoint a new Clerk from May 2017 to succeed the present Clerk who is standing down after 28 years in the role, upon becoming Warden of the Company in 2017/18 and Master 2018/19.

The Company ranks 48th in precedence amongst the City's 112 Livery Companies and in 2011/12 celebrated the 450th Anniversary of the granting of its second Royal Charter by Queen Elizabeth I in 1561. It can trace its roots as a Company and a Craft back to the 1330s, prior to the Black Death.

At present the Company has 119 Liverymen and is planning to grow the membership to an optimal 180 within the next 5 years. Some of its members have close links with the business of embroidery but many have joined through other contacts such as the City, Armed Forces, the Church and the Law. Women were first admitted to the Livery in 2011. The Company has a wide-spread reputation for good humour, being friendly and welcoming, and is the only Company to have a Master's Song, sung at all formal dinners, and the only Company not to have a patron Saint, being the Brotherhood and Confraternity of the Holy Ghost.

The Clerk's work combines features of a Chief Operating Officer and a Chief Financial Officer with those of Event Management and an ADC to the Master. It involves working with a small, busy team in a diverse and responsible role, often with last minute pressures, and demands qualities of leadership, good humour and patience.

The successful candidate will need to be an energetic and focused individual; who is prepared to work irregular hours, including some evenings, displays excellent leadership skills and is well practiced at meeting deadlines. They should be committed and have excellent administration, finance and organisational abilities.



Essential Skills are:-

- Excellent administration and organisational abilities, eye for detail.
- Ability to look ahead, plan effectively and identify activities and procedures that could be improved.
- Flexible mind-set, able to react at short notice to changes in priorities or to directives.
- Experienced financial manager: setting and managing budgets, keeping accounts and working with accountants.
- Practical knowledge of IT, including MS Office and website management.
- Good communication skills; both written and oral (some public speaking).
- Proven senior level management skills; ability to lead a small team, which initially, will comprise a Ceremonial Beadle and possibly, in due course, an Administrator; and to work with other Companies' staff, catering organisations etc.
- Confident public persona, acts decisively and with authority.
- Comfortable with ceremonial duties.
- Strong interpersonal skills and the ability to deal with people at all levels and abilities.
- Naturally inclusive, friendly and receptive. Not easily offended.
- Warm and social, enjoying lunches, dinners and social events.
- "Completer/finisher"
- Experience in supporting committees and acting as secretary

Apply in confidence via email to the Clerk, Worshipful Company of Broderers, at: petercrouch@newbycrouch.co.uk for a job description. Thereafter, submit your application to the Clerk along with a CV, a personal statement, the names of two referees and details of current employment.

Closing date for applications: 31 January 2017

Long list interviews: February 2017

Short list interviews: early March 2017

Appointment from 01 May 2017 [handover period by agreement up to 31 July]