

CLERK TO A CITY OF LONDON LIVERY COMPANY

SALARY

c.£60,000

APPLICATION CLOSING DATE **Friday 25th July 2014**

The Worshipful Company of Shipwrights seeks a successor to the current Clerk to the Company which is the principal and oldest maritime Livery Company of the City. The Clerk is responsible to the Court of the Company for its administration and day-to-day business. Its offices are at the Ironmongers' Hall, and besides the Clerk there is a full-time Assistant Clerk, a part-time secretarial assistant, a part-time Beadle, and (to be appointed shortly) an Administrator for the Shipwrights' Apprenticeship Scheme.

As the Chief Executive Officer of the Company, the Clerk is responsible in person for the following aspects of the Company's activities:-

- Generate and stimulate action and policy change, where appropriate, that will promote the objectives of the Company.
- Run the day to day financial business of the Company.
- Act as the Secretary to the key committees, co-ordinating and delivering their outputs under the direction of the respective Chairmen; and be responsible for all.
- Supervise the General and Charitable funds, including receipt and payment of moneys, maintenance of records, liaison with the bank and the accountants who keep the books.
- Deal with charitable appeals.
- Supervise the Administrator for the Shipwrights' Apprenticeship Scheme
- Administer support for university and practical technical training.
- Arrange Company functions and meetings in London and elsewhere.
- Attend to membership matters for the 435 Liverymen and the 350 Freemen.
- Liaise with the Royal Household, Mansion House, the Corporation of the City of London, other Livery Companies, and most maritime organisations in the professional and educational sector. The post involves out-of-hours social duties both in the Company and in support of the Prime Warden elsewhere.

The successful candidate will ideally join the Company by mid-December 2014.

This prestigious post is one of wide interest and influence, which requires a person of presence and ability, with a particular interest in and affinity with matters maritime.

Please visit the Company website: www.shipwrights.co.uk for a full job description. Prospective candidates for the post are invited to apply by email (preferably) or post, enclosing a CV, a completed Application Form and a covering letter explaining why their candidacy should be accepted, to:

The Clerk
The Worshipful Company of Shipwrights
Ironmongers' Hall, Shaftesbury Place
London EC2Y 8AA
clerk@shipwrights.co.uk

Closing date: Friday 25th July 2014

Candidate Brief

Brief for the position of
Clerk, The Worshipful Company of Shipwrights
June 2014



The Worshipful Company of Shipwrights

The Worshipful Company of Shipwrights is the principal and oldest maritime Livery Company of the City and is one of the 108 Livery Companies.

The original purpose of the Company 700 years ago was to safeguard the quality of shipbuilding in London. This continues today with the provision of bursaries to apprentices in the boat and ship building industries, and the presentation of annual awards of excellence.

The Company donates annually to maritime related individuals and charities and supports George Green's School in Tower Hamlets and the London Nautical School. It is affiliated to HMS QUEEN ELIZABETH.

Liverymen dine 4 times a year and attend social events and informal gatherings. Liverymen vote in the annual elections of the Lord Mayor and Sheriffs.

The Company comprises some 435 Liverymen and 350 Freemen. Membership is confined to those with a close involvement in maritime affairs. Court members and Liverymen serve on the Finance, Education and Charities, Nominations, Wine and Ark Appeal committees. As the foremost maritime club in London the Company has a special position in briefing The Lord Mayor on industry matters.

Company teams participate in inter-livery and social competitions for golf, yachting, shooting and skiing.

Governance

The Company's Board or Governing Body is the Court of Assistants, which consists of the Permanent Master, the Prime Warden, four Wardens, and 25 Assistants, together with all Past Prime Wardens. The Court meets in full session five times a year.

In reporting to the Court, the Committees provide oversight and direction to the Company's main objectives:

Education and Charities – bursaries and awards in the boat and ship-building professions, and donations to maritime and City charities

Ark Appeal – generation of funds to support the Company's charitable giving

Nominations – selection of candidates for Court and Committees.

Finance – maintenance of the financial health of the Company

The Company has a full-time Clerk and Assistant Clerk: the Clerk is ex officio secretary to the Committees, Wardens, and Court. An Administrative Support Officer assists with the clerical work, the administration of the Queen's Silver Medal and the Billmeir Bursary Schemes, and keeps the website up-to-date. There is also a part-time Beadle, and (to be appointed shortly) an Administrator for the Shipwrights' Apprenticeship Scheme.

The Company offices are at the Ironmongers' Hall and the Company's administrative and financial year runs from 1st May to the following 30th April.

More information can be found at www.shipwrights.co.uk.

Requirement

The Worshipful Company of Shipwrights seeks to appoint a successor to the current Clerk to the Company, ideally to join by mid-December 2014.

Job Purpose

As the Company's Chief Executive Officer, to run all the business of the Worshipful Company of Shipwrights as directed by the Prime Warden (and Wardens and Court Assistants), in accordance with the Ordinances of the Company.

Main Activities & Responsibilities

- Under the direction of the Prime Warden, generate and stimulate action and policy change, where appropriate, that will promote the objectives of the Company.
- Act as the Line Manager for the Assistant Clerk, Administrative Support Officer, Administrator of the Shipwrights' Apprenticeship Scheme and Beadle.
- Under the direction and advice of the Honorary Treasurer, run the day to day financial business of the Company using the engaged Company accounting firm for professional advice where required and liaising with the investment brokers.
- Act as the Secretary to the key committees, co-ordinating and delivering their outputs under the direction of the respective Chairmen.
- Ensure that resources in support of the task, both personnel and electronic, are adequate for the delivery of the output whilst at the same time achieving value for money in their deployment.
- Assist the Honorary Historian in the delivery of his output and in particular being responsible for the physical security of Company items of value (treasures and books).
- Liaise with all outside organisations and people to further the objectives of the Company.
- Help to achieve and support an engaged and enthused Livery and Freedom membership.
- Oversee the execution of social events so that they are enjoyed, are to an acceptable standard, represent good value for money, and are contained within the allocated budget.
- Co-ordinate the communications activities of the Company, within and without, both by means of hard copy and electronic transmission.
- Accompany the Prime Warden to over 60 evening events during his year in office.
- Offer advice to the Prime Warden to ensure longer term Company consistency and continuity of activity.

The Candidates

This role would suit an individual with a passion for the maritime sector and a proven, successful track record in management positions handling sensitive matters. Confidence, especially when dealing with senior members of the Company and external bodies (such as the Royal Household, Mansion House, the Corporation of the City of London, other Livery Companies) and when officiating at ceremonial functions, is essential.

Required Skills

- Administratively well organised, efficient, quick at executing tasks, and ready to take on tasks of a very wide cross section from minutiae to major.
- The experience of managing an organisation with tight resource restrictions.
- An extensive and practical experience and ability with modern IT systems, including the running of accounts electronically and database management.

Clerk, The Worshipful Company of Shipwrights

- A relaxed, friendly, yet politely assertive way with people at all levels of society with sufficient gravitas and presence to ensure easy and equal communication.
- An eye for detailed perfection, both ceremonially and in both written and oral communication.

Application & Interview Process

Prospective candidates for the position are invited to apply by email (preferred) or by post, enclosing a CV, a completed Application Form and a covering letter explaining why their candidacy should be accepted, to:

The Clerk
The Worshipful Company of Shipwrights
Ironmongers' Hall
Shaftesbury Place
London
EC2Y 8AA

Or by email to: clerk@shipwrights.co.uk

Application Closing Date

The closing date for applications is **Friday 25th July 2014**. Interviews will be held during the weeks commencing 15 and 22 September.

THE WORSHIPFUL COMPANY OF SHIPWRIGHTS

APPLICATION FOR THE POST OF CLERK

Please complete this cover sheet in addition to providing your curriculum vitae.

Full name and address (BLOCK CAPITALS)

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Your contact details

Tel:
Fax:
Mobile:
email:

Brief details of professional qualifications:

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History of employment over last 10 years (to be completed as well as shown in your CV)

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Referees Please provide contact details of two people who have agreed to be your referees.
They will not be contacted unless and until you give your permission to do so.

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Their tel./fax./email

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