



The Worshipful Company of Basketmakers

Vacancy for Clerk to the Company

BACKGROUND

The Worshipful Company of Basketmakers, founded in 1569, is an active City Livery Company operating pursuant to a Royal Charter. The history and ethos of the Company can be obtained from the Company's website: www.basketmakersco.org

A vacancy has occurred for the role of Clerk to the Company, which equates to that of a Chief Operating Officer. The Clerk reports to the Prime Warden and the Court of Assistants, which is the Company's governing body. The Clerk is responsible for the efficient and effective day to day administration of the Company, for fulfilling the Company's objectives and for implementing strategies adopted by the Court. A new Prime Warden is elected to office annually and, therefore, the Clerk is working with a new leader of the Company each year.

A detailed Job profile is below which sets out the duties and responsibilities undertaken by the Clerk. The post is full time. The role also involves work outside of normal office hours. The Clerk is expected to work from home and possess adequate computer skills and internet facilities. The salary will be between £36,000 and £40,000, commensurate with experience, plus pension, with 20 days holiday. In addition the Clerk will be reimbursed appropriate expenses. The Clerk will be an Officer of the Company and will be expected to accompany the Prime Warden at a number of civic and livery events throughout the year. It is hoped that the successful candidate will take on the role of Clerk at the end of September/start of October.

REQUIRED PERSONAL QUALITIES OR SKILLS:

- ⤴ Knowledge of the Livery and traditions of the City of London is desirable but not essential.
- ⤴ Forward thinking, flexible and hands on administrator who is used to using initiative and working alone
- ⤴ Experience of working under pressure and responding to potentially conflicting demands
- ⤴ Experience of organising banqueting and large functions
- ⤴ Experience of using personal skills of tact and sensitivity when dealing with individuals
- ⤴ Numerate. Experience of detailed budgetary control and maintaining detailed financial data is desirable but not essential
- ⤴ I.T skills to include spread sheets, data management, and electronic member communications
- ⤴ A background of excellent written communication skills for a variety of different audiences
- ⤴ Company or Committee secretarial experience, as the Clerk acts as Secretary to the Court and a number of Committees
- ⤴ Excellent inter-personal and effective verbal communication skills ideally with a member based organisation
- ⤴ A natural ability to be credible, confident, diplomatic and create strong relationships with individuals and external organisations. In addition using influencing skills to motivate others to achieve the agreed objectives

Please fill in the application form and send to:

Mrs Fiona Janczur, Clerk, The Worshipful Company of Basketmakers, 30 Cadgwith Place, Port Solent, Portsmouth PO6 4TD, or email to clerk@basketmakersco.org

Closing Date for applications 4th June Interviews to be held on 28th June in London

Job Description for the role of Clerk to The Worshipful Company of Basketmakers

Job Title Clerk to the Worshipful Company of Basketmakers

Reports to The Court of Assistants, Prime Warden and Wardens. For line management purposes the Clerk reports to the Prime Warden.

Background The Worshipful Company of Basketmakers, founded in 1569, is an active City Livery Company. Its history and ethos can be seen at its website www.basketmakersco.org. The Company has some 250 Members consisting of Freemen, Liverymen, Apprentices and Yeomen. The Company is run by a Court of Past Prime Wardens and Assistants. The Court is led by the Prime Warden, Upper Warden and Under Warden who are elected annually. The Company does not own a Livery Hall but currently utilises the facilities at Skinners' Hall for the majority of its Court meetings and formal functions.

Main Purpose of the Job The Clerk is the equivalent of Chief Operating Officer of the Company. As such he or she is responsible for the administration of the membership, organising Company events, working within the financial budgets agreed by Court and acting as a support to the Prime Warden, Wardens and Court. The Clerk will also be responsible for the administration of the various committees of the Company, excluding the Charitable Trust. He or she will also be required, regularly, to represent the Company at external events and act as ambassador for the Company.

Principal Duties

Corporate - The Clerk is the focal point for all Company correspondence and he/she also acts as diary secretary for the Prime Warden during their year. The Clerk provides secretarial support for the Court and the Finance, General Purposes, Nominations and Appointments, and Livery Committees. The Court and the committees usually meet four times a year. These meetings involve the preparation of agenda, circulation of papers and writing of minutes. The Clerk similarly provides secretarial support for ad hoc committees and working parties appointed from time to time. In performing these functions the Clerk has to be familiar with the Company's Royal Charter, Bye Laws, procedure notes and committees' terms of reference.

The Clerk deals with all external queries to the Company.

The Clerk is also responsible for the administration process for all new applications to the Company and for liaison with the Honorary Chaplain, Trade Adviser, Basketmakers' Association, Livery Schools Link, Letzi Guild of Zurich and Forces Affiliations etc through the designated Court members charged with this.

The Clerk is responsible for complying with all Health and Safety regulations.

The Company provides all office equipment required by the Clerk to undertake his/her role, including computer (with external backup facility), printer, photocopier, franking machine etc.

Financial - The Clerk is responsible for payment of accounts and receipt of cheques, processing of card payments etc. and keeping records of all payments in and payments out of the Company. He/she is responsible for ensuring that the Company keeps to the financial budgets as agreed by the Court. The book-keeping, collection of annual Quarterage by Direct Debit, VAT returns, monthly and annual accounts is undertaken by the Accounts Manager, who is contracted to the Company. The monthly payroll is produced by an outside organisation.

Events - The Clerk is responsible for the running of all Company events. In addition to an Annual Banquet at Mansion House there are 3 Livery Dinners per year, Court Dinner, Installation Day Service Lunch and Common Hall, Summer Dinner, Master & Clerks Dinner and Carol Service Supper, Lord Mayor's Show, Company Basketmaking Days and Consorts' Basketmaking Days. There is also a further programme of social events organised in consultation with the Prime Warden. The Clerk is responsible for all arrangements for these events including the pre-budgeting to ensure that they do not make any financial loss to the Company.

For formal events the Company employs a Beadle who will assist the Clerk as required in the ceremonial aspects of the event and at Court meetings. The Company also has 8 Stewards (4 elected annually for a period of two years) who provide additional administrative support at some events.

Civic - During his or her year in office the Prime Warden will attend a number of City Corporation and Livery events. At many of these the Clerk will accompany the Prime Warden. The Clerk will also represent the Company at the Fellowship of Clerks being the main Clerks' Association. He/she will provide feedback as appropriate to the Court on matters raised there.

Website etc. - The Company has an active website and the Clerk, supported by an external consultant, acts as the webmaster for the Company. He/she ensures that the website is kept up to date and commissions articles on events that the Company has undertaken. The Clerk will also work with a designated member of the Court in the production and circulation of an Annual Report and will also oversee the production of the annual Members Handbook. He/she will also be responsible for liaising with the City Corporation on the content of the City's Livery Electoral Roll. He/she will also be responsible for ensuring that Members are updated on Civic, Livery and Trade matters via email.

Company Assets - In addition to the paper archive held by the Company, it also has an extensive collection of silverware, basketware, gowns etc. Most of this is held at Skinners' Hall together with the Company's stock of wines. The Clerk is responsible for ensuring the safe keeping of all these items, their insurance and the regular maintenance. He/she will undertake an annual stocktake of these items. He/she will recommend to the Court where there is a need to replace or dispose of items.

April 2019