

## **Job specification**

**Job title :** Clerk to the Worshipful Company of Basketmakers.

**Role of the Job:** The Clerk is the equivalent of a Chief Operating Officer.

**Job engagement:** Permanent role – 4 days a week.

**Place of work :** The office of the Clerk will be based at the Clerk's home. It is a requirement of the job that for the duration of this employment the Clerk will live, and have the Company's home-based office, within London or the Home Counties. The Company will provide a laptop, printer and mobile phone. The job involves attending a wide number of functions either accompanying the Prime Warden, or other members, or attending some events on their own. The majority of those events are in London.

**Overtime and expenses :** No overtime is paid. Undertaking the role involves some evening and weekend work e.g. attending Court meetings, dinners, and the Lord Mayor's Show. Reasonably incurred expenses which have been authorised prior to being incurred will be reimbursed.

**Line manager :** The Clerk's line manager is the Prime Warden. Each Prime Warden is in post for one year, therefore the line manager changes yearly. The Clerk reports to the Prime Warden, the Upper and Under Wardens and the Court of Assistants.

**Annual appraisal :** This is undertaken by an in – person meeting with the Clerk by the Prime Warden and the Chairperson of the Nominations and Appointments Committee. It is intended to be a two-way dialogue and not just an evaluation of the way in which the role of Clerk is being undertaken.

### **Key responsibilities:**

- Acting as Chief Operating Officer of the Company
- Organising principal Company events including banqueting and large functions.
- To promote and uphold the four pillars (4 key Company objectives).
- Administration and Liaising with Members of the Company.
- Ceremonial duties.
- Responsibility for financial management of the Company and oversight of the work of the management accountant.
- Ensuring compliance with the Law, the Company's Royal Charters, bye-laws, manual, Court decisions and committees' terms of reference.
- Keeping in contact with a wide variety of external links – e.g. the Fellowship of Clerks, other livery companies, the City of London.
- Being an active ambassador for the Company and its interests and always upholding the excellent reputation of the Company.

### **Management responsibilities:**

- This includes ensuring the smooth and efficient running of the office functions.
- Managing the Prime Warden's diary of engagements.
- Correspondence, emails, and letters.

- Keeping accurate and up-to-date membership records and handling membership applications and resignations.
- Ensuring the prompt and clear preparation of agendas and minutes for the Company's Court and GPC meetings.
- Ensuring that clear and accurate records of all the Company's area of activity are kept and preserved and liaising with the Company Archivist.
- Producing statistics and financial information for the Prime Warden, Committee chairpersons and Court by working with the Finance committee.
- Assist the Finance Committee in the preparation of the annual budget and in the preparation of the annual accounts.
- Oversight ensuring that all financial records are completely up-to-date and accurate and to be familiar with the accounting system software.
- Oversight ensuring proper and accurate maintenance of the Company's bank accounts and the mandates and signatures in relation to such accounts.
- Input into an Annual Report.
- Liaise with the City Corporation on the content of the City Livery Electoral Roll and the publishers of the Livery Company database.
- Update members on civic, livery, and trade matters.
- Oversight of work of Company archivist.
- Keeping up-to-date and accurate records.

### **Compliance**

- Work closely with the Company's Honorary Compliance Officer to ensure compliance with the Company's Royal Charters, Bye Laws, Manual and policy decisions of the Court, all legal requirements.
- Arranging insurance as directed by finance committee.
- Advising the Prime Warden and Court on procedural matters.
- Working with DE&I officer to ensure policies are followed and adhered to.

### **Ceremonial**

- Accompany the Prime Warden and/or other nominated member of the Court, as appropriate and where possible, that are not Company events.
- Organise and supervise the Company's formal ceremonies including the admission ceremonies to Freedom and Livery.
- Organise as appropriate the participation of the Company in the Lord Mayor's Show.

### **Events**

- Planning, organising and executing a wide range of events and to ensure that each event does not operate at a financial loss.
- Arrange for the booking of venues as directed and ensure principal events run smoothly.
- Attend Company events as appropriate.

### **Members, public and external organisations**

- Be the first and main contact with the members, prospective members, the public, the media and other external organisations.
- Liaise with the management accountant.
- Liaise with the Company's Trade Advisor and with Yeoman Members.
- Liaise with the Company Beadle and the Company's Stewards and the Chief Steward.

### **Assets**

- Ensure the safe provision, maintenance and insurance (as directed) of the silverware, basketware, gowns, bonnets and other ceremonial items and regalia owned by the Company.

The appointment to role of Clerk to the Worshipful Company of Basketmakers is subject to Court Approval.