



The Worshipful Company of Basketmakers

Clerk - Personal Specification and Requirements

- 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.
- Have good time management and the ability to prioritise.
- Have a good understanding of the Livery as a whole and develop an understanding of the Basketmakers Company and the Basketmaking trade, in particular.
- At all times be courteous, respectful, and understanding towards others.
- Be able to work with a wide range of different people and organisations.
- As this is very much a 'people role' the Clerk must have a genuine interest in people.
- Be able and willing to accept and if appropriate promote diversity, religious tolerance, inclusion, and equality.
- Dress smartly at all times when representing the Company.
- At all times be able to undertake the role professionally, efficiently, and comply with any time limits.
- Present at all times as being well-prepared, confident, dignified, and professional.
- Enjoy socialising and be willing to use every opportunity to promote the Company.
- Have excellent organisational skills.
- Have good literacy and numeracy skills.
- Be familiar with the Company's computer and other systems and be willing to embrace technological change with a desire to learn. To be able to run the Company's systems to their potential.
- Be able to operate a printed label addressing system for all post.
- Be able to operate email, word processing, and spreadsheet programmes.
- Be able to understand the need for the Company to achieve as much good publicity as possible especially through the use of press releases and to assist to promote the Company's presence on social media. The Clerk will need to understand, and implement, the Company's wish to harness the power of social media in the promotion of its activities and activities relating to basketmaking, achieving publicity for itself and the trade of basketmaking, and the recruitment of new members.
- Have a good knowledge of the operation of the Company's financial systems and requirements and be able to liaise in detail and promptly with any authorised external financial persons such as any bookkeeper, accountant, or auditor appointed by the Company.
- A sense of humour.
- An ability and a willingness to combine attendance at events with undertaking the remaining aspects of the role and ensuring the correct balance so that the more office-based part of the role does not fall behind.
- An ability to identify problems, and potential problems, and to suggest practical solutions.