



The Worshipful Company of Glaziers & Painters of Glass seeks to appoint a Clerk who will ideally join the Company no later than 1st October 2020. It is a part time role requiring the holder to work 3-4 days per week.

The position is a Chief Executive role, responsible for the Company's administration, day to day management, advising the Master, Wardens and Committee Members on matters of procedure and protocol, co-ordinating events, organising Court meetings and admissions, providing support to Liverymen, liaising with the City, and taking part in the Livery.

The Company occupies Glaziers' Hall at the south end of London Bridge. The founding date of the Guild is lost in the mists of time; the earliest record of its existence is 1328. The Company's first charter was granted in 1638.

Candidates for the role should have a proven track record of success in a senior management role and have excellent communication, administrative and IT skills. They will raise the Company's profile in the City and advocate the traditions of City life whilst promoting the contemporary role of a livery Company.

It is a "hands-on" post, and there must be a willingness to attend out of hours events.

Remuneration will be competitive. Applications are encouraged from anyone whose skills closely match the details described.

Please visit the Company website <http://glazierscompany.org.uk/wp-content/uploads/2020/05/CLERK-RECRUITMENT-PACK-MAY-2020.pdf> for the Clerk Recruitment Pack that includes the full Job Description and Application Form. Prospective candidates for the post are invited to submit their applications by post or preferably by e-mail, enclosing a CV, a completed application form, a covering letter as to why their candidacy should be accepted, and the names of three referees including a recent employer, to:

The Chairman of the Nominations & Advisory Committee Past Master Duncan Gee

By e-mail to Duncan.gee@latimercorp.com, or by post to 82 Highgate West Hill, London N6 6LU. Closing date for Applications 10th June 2020

The Worshipful Company of Glaziers & Painters of Glass is an equal opportunities employer