



Recruitment of Clerk To The Worshipful Company of Engineers

We are seeking applicants to succeed Colonel David Swann and take over this important and multi-faceted role.

Start date: Autumn 2022.

Hours: Currently 4 days per week.

Salary: £48,000 for four days per week *or pro rata*.

Application Deadline: If you wish to apply for this role, please submit a CV and a covering letter to the Clerk on or before **18 July 2022**. Shortlisted applicants will be interviewed at Saddlers' Hall on 25 July 2022.

The Worshipful Company of Engineers is one of the modern Livery Companies in the City of London incorporated by Royal Charter. The Company's Members are all Chartered Engineers, and are from all the professional disciplines of engineering, technology and business. Members of the Livery of the Company are Fellows of Professional Engineering Institutions or of the Royal Academy of Engineering.

The Clerk is responsible for the day-to-day administration of the Company on behalf of the Court, with responsibility for delivering the Company's formal events and maintaining the key interface with the Members. The Clerk also has responsibility for the implementation of projects and strategies adopted by the Court of the Company. This key executive position involves working closely with and supervising a small office-based team (currently the Assistant Clerk and the Beadle).

The Clerk has a ceremonial role at the Company's formal functions. There is the expectation that the Clerk supports and accompanies the Master to selected daytime and evening civic and livery events throughout the year and is an important representative of the Company on such occasions. These activities are unpaid but are recognised by the Livery Committee as appropriate compensation for the extra hours.

This could be the perfect role if you:

- have strategic awareness with the ability to see the bigger picture of a long-standing, membership-based organisation, but with an eye for detail;
- are flexible and able to work under pressure across multiple roles;
- have hands-on administration and organisational abilities including budgeting, monitoring cashflow and managing a small team;
- have good verbal and written presentation and communication abilities and are IT literate with the main Microsoft Office tools;

- are comfortable managing formal ceremonial events and the protocols involved; and
- have a friendly yet politely assertive way with a diversity of people at all levels of society.

Knowledge of the Livery and the traditions of the City of London is desirable. The post is mainly based at the Company's office in the City of London. The Clerk's working hours will be spread across the week to accommodate the tasks and duties required of the role.

A fuller job description and person specification can be requested, by emailing clerk@engineerscompany.org.uk

The correspondence address is: The Worshipful Company of Engineers, Saddlers' House, 44 Gutter Lane, London, EC2V 6BR