



Clerk to The Worshipful Company of Coachmakers & Coach Harness Makers

Salary - Full time 5 days £60,000 + benefits
Home based - with frequent travel, primarily to the City of London

Our mission - An active Livery investing in young people.

The Worshipful Company of Coachmakers & Coach Harness Makers was incorporated by Royal Charter on the 31st of July 1677 by King Charles II. It is one of the 111 Livery Companies of London, 72 in the order of precedence. The Coachmakers are a part of the tradition of the City of London and fully support the civic City, the Lord Mayor, Sheriffs, and Corporation of London.

The Clerk of the Company will be its principal employee. Our current Clerk, who has been in role for over a decade, plans to retire in July 2024.

The successful candidate Clerk will demonstrate:

- Genuine interest in both the Company's and its Charitable Trust activities
- Confidence and capability to enrich the life of the Company
- Ability to fully contribute to the Strategic direction of the company, whilst having proven & highly competent planning and delivery skills
- Maintain and develop positive relationships
- Excellent oral and written communication skills and event management
- Sound administrative acumen
- Up to date skills in business, IT finance and social media
- Unquestionable commitment
- Honesty, integrity, and confidentiality
- Willingness to work flexibly and patiently
- The confidence to think innovatively and act positively

HOW TO APPLY

Please download further details of the position from our website:

www.maryleboneexecutivesearch.com/jobs

For an informal confidential discussion call Richard Evans on 07958 984161 or 020 3126 4858

Apply online with a full curriculum vitae detailing your skills and experience together with a Personal Statement clearly outlining your motivation to undertake the role and how you meet the competencies required for the position as stated in the Person Specification.

Closing date for applications:

4 February 2024

Long List interviews:

7-23 February 2024

Final Panel Interviews:

w/c 4 March & w/c 11 March 2024

To find out more visit:

www.coachmakers.co.uk

