



THE
WORSHIPFUL COMPANY OF
PATTENMAKERS

We are seeking applications to succeed our current Clerk Col Robert Murfin and take over this important and multi-faceted role.

Background

The Worshipful Company of Pattenmakers, is an energetic Livery Company, whose trade was first recorded in C14 and we received our Royal Charter in 1670. It is firmly linked with the footwear trade and, more latterly, with the Facilities Management profession. We do not have our own Hall but do have a working guild church, St Margaret Pattens in the City.

The Company is proud of its:

- Enthusiastic involvement with its trades, including the provision of training and development schemes for young people in them.
- Support for a wide variety of charitable causes, primarily education and young people generally, our Church and our military affiliates.
- Sustained support for the institutions and activities of the City of London.
- We are unique in having a vibrant group of Young Pattenmakers who provide new approaches to the range of activities we are involved with
- Overall, it is true to say that we are regarded as one of the friendliest and most progressive Livery Companies

Further details of the long history and ethos of the Company can be obtained on the Company's website: The Worshipful Company of [pattenmakewww.pattenmakers.co.uk](http://www.pattenmakers.co.uk) - where there is a great video summarising our story and our unique approach.

The Role

The Clerk is responsible for the day-to-day administration of the Company on behalf of the Court, including financial oversight and governance as well as responsibility for delivering the Company's formal events and maintaining the interface with the Members. This key executive position involves working closely with the Master and supervising the Assistant Clerk and the Beadle.

The Company is currently managing a generational change process with the introduction of a new membership and linked IT System. The Clerk will have a central role in establishing and running this programme.

The role is both proactive and reactive and requires someone who is comfortable following established practices and traditions but is able to recognise when they may be challenged.

In addition to the job functions listed below, the Clerk acts as the Company's liaison with all our communities of interest as well as the Corporation of the City of London, the Lord Mayoralty, the office of our Royal Patron, the Livery movement and the management of St Margaret Pattens.

Main Responsibilities

Administration. Responsible for the Company's meeting schedules, the formal events programme, maintenance of the records and data and being the first contact for Company members and external enquiries.

Communications. This includes our website, the monthly Newsletter, all information flyers and campaigns, in conjunction with the Webmaster, the Newsletter Editor and the Assistant Clerk.

Financial. Work closely with the Hon Treasurer and the Bookkeeper to ensure the Company's finances are managed correctly and to assist in the annual budgeting process.

Events. The Clerk is responsible for all aspects of event planning and delivery. This involves considerable liaison with the Master, Livery Halls, Caterers, printers and to ensure that the appropriate protocols and traditions are complied with

In short, the Clerk is the glue which holds the Company together.

Person Specification

This could be the perfect role if you:

- Have experience of successfully managing an organisation or complex activity within finite financial restrictions and time constraints, whilst maintaining good governance
- 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, and able to respond to potentially conflicting demands.
- Experience of dealing with multiple service providers.
- Ability to organise meetings, take concise action points and to write professionally and issue minutes in a timely way.
- A high level of computer literacy including data manipulation and familiarity with financial processes and accounts.
- Knowledge, or a serious interest in acquiring knowledge, of the City of London, the Livery movement and their modus operandi.

- Strong inter-personal skills and the ability to deal with people at all levels in a naturally friendly, engaging and confident manner and to be a naturally good communicator, both in written and aural forms.
- Are comfortable or would be comfortable managing formal ceremonial events and the protocols involved.
- Excellent administration and organisational skills, with attention to detail and the ability to self manage.**Location:** The job-holder will work from home but needs to be within easy travelling distance of the City,

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Working remotely and within easy travel distance of London.

Terms and Conditions

- **Salary:** £50Kpa for four days per week but with varied time requirements throughout the year. Expenses are reimbursed for all authorised travel, office supplies, telephone charges and other agreed costs.
Hours: Variable but the equivalent of 4 days per week, spread across the week to accommodate the tasks and duties required of this role.
Pension Contribution: Statutory pension entitlement.
Holiday: Holiday entitlement will be 4 weeks plus Bank holidays.
Probation Period: There will be a probation period of 6 months, and after satisfactory completion, the appointment will become permanent with a three-month notice period from either party. Office: the Clerk provides the office but the Company will provide all necessary electronic equipment
- **Start date:** Autumn 2023
- **Application Deadline:** if you wish to apply for this role, Submit the completed application form, a CV and a Personal Statement of no more than 250 words outlining your motivation to undertake this exciting role and how you meet the competencies required, to info@pattenmakers.co.uk
- The closing date for applications is Friday May 14, 2023.