



The Carpenters' Company

Appointment of Clerk



A Welcome from the Master

Dear Candidate

Thank you for considering this job opportunity. Our current Clerk/Chief Executive, Brigadier Tim Gregson, will be retiring next January after more than 18 very successful years in post. He is only our ninth Clerk since 1798, evidence that we value talent, commitment and continuity. The Clerk's task is to nurture all aspects of Company life. In return the Company looks after its Clerk and all of its staff.

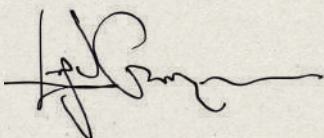
The Carpenters' Company is one of the oldest Livery Companies in the City of London dating back to 1271. It has been based in its own Hall at 1 Throgmorton Avenue since the early 15th century and enjoys a rich history of fraternity and hospitality, as well as philanthropic endeavours courtesy of its successful investment and property portfolios, charities and benevolent donations. Further details of its history and corporate activities can be found in this pack.

We cherish the fellowship of our members. We welcome family connections but, unusually for a Livery Company, we do not allow patrimony, as we continue to seek a broad range of fresh talent, both to enhance the management of the Company and to enliven all of our activities, both within and without the City of London. Last October 40 of us travelled to Philadelphia to celebrate the tercentenary of its own Carpenters' Company and this May more than 60 of us will visit Florence, both trips organised by the Clerk and his team. You can find further information about the diverse interests and activities of the Company in the link below to our most recent Chronicle, covering the year of my predecessor as Master [<https://www.carpentersco.com/carpenters-company-chronicle-2024/>]

We are currently planning a major redevelopment of the eastern side of Throgmorton Avenue, including the refurbishment of the Hall itself. Supervising this project, which will probably last three years or more, at the same time as directing the routine business and social life of the Company, will call for exceptional leadership skills. The qualities and attributes we seek in our next Clerk, along with more detailed information about the Company itself, are described in this briefing pack.

If you enjoy a challenge and think that you have the skills and qualities required, I encourage you to apply. I expect the successful candidate to be entertained and rewarded in equal measure over the years ahead.

With best wishes



Sir Loyd Grossman
Master - Worshipful Company of Carpenters



The Carpenters' Company



The Worshipful Company of Carpenters is one of the oldest Livery Companies in the City of London. It has occupied the same site on the London Wall since 1429 but it was first mentioned in writing in 1271, so it has existed for more than 700 years. Its original mandate was to look after the interests and welfare of carpenters - and supervise the building trade within the City.

The Company remains proud of this heritage. Like most Livery Companies of substance, its prosperity stems from the ownership of freehold – and property is a strong thread in our DNA. We regard buildings and all related timber trades as our craft, exemplified most obviously in the founding and continued governance of our Building Crafts College in Stratford, east London. This unique centre of vocational

excellence is the focus of much of our energy and also the consumer of considerable resources, both in terms of operating costs and support to individual students in grants and bursaries. Our craft interests and benevolence extend beyond the College however, as we play a leading role in the UK Wood Awards, an annual competition recognising excellence in the use of wood in buildings and furniture, and supporting charities such as The Creative Dimension, which teaches hand-craft skills to talented teenagers, as well as supporting children at all five City of London schools and afterwards at universities and colleges. We maintain a large portfolio of legacies and bequests, including Rustington Convalescent Home on the west Sussex coast.



Company Governance



The Company's management structure was first described in its regulations of 1455, which stated that the Company was to be governed by a Master and three Wardens elected annually. They were to be helped in regulating the carpentry trade by a Court of Assistants of 'six or eight of such men as have already held office' (ie the Past Masters).

This remains the case today with the Master and three Wardens elected annually, supported by a Court of Assistants comprised of around 11 Past Masters. The Court meets routinely on the first Wednesday of every month, less September. Whilst the Court guards its authority carefully in terms of approving all major issues, it expects much of the routine business of the Company to be considered and recommended by various committees:

- General Purposes Committee (Finance & Property)
- Master & Wardens' Committee (Internal Governance and protocol)
- Investments Committee (overseeing our equity portfolios)
- Admissions Committee (interviewing candidates for the Freedom and Livery)
- Building Crafts College Board of Governors
- Craft Committee (all matters relating to the craft, excluding the BCC)
- Rustington Convalescent Home Committee of Management.

The agendas and minutes of every meeting are produced meticulously by the Clerk and his staff, prior to being considered by the Court - and retained and archived for historical and legal reasons.



The Livery & Hospitality



There are two levels of admission to the Company: The Freedom (entry level) and the Livery (full membership). The latter is strictly limited to no more than 150 Liverymen, of whom an increasing number are women.

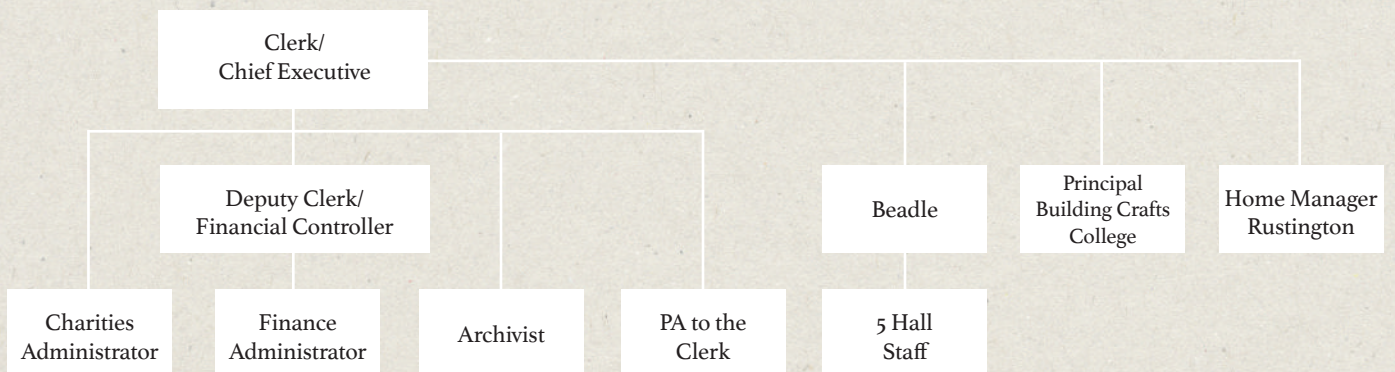
The Company cherishes its tradition of providing entertainment and hospitality, not only for its own members and their guests but also for a great many other people, including numerous City dignitaries,

Masters and Clerks from other Companies (many of whom reciprocate hospitality), the Building Crafts College, our affiliates from the Armed Forces and elsewhere – and a wide range of other beneficiaries and charities.

The Hall is managed by the Beadle and his team of Hall staff. It is hired frequently as a venue by other Companies and charities, with catering services provided by Searcys.

Corporate Offices

All Company business and activities are managed by the Clerk and his staff, based in the Hall



Charitable Giving

The Clerk is responsible for ensuring that he/she (assisted by the Craft & Charities Administrator) maintains links with the many charities supported by the Company. This includes several schools and universities/colleges, chief of which is our unique Building Crafts College.

Supporting the Craft

The Company is proud of its heritage within the construction industry, hence our support to the Building Crafts College, and it strives to nurture all wood crafts via such enterprises as the annual Wood Awards. We are lucky that our craft remains vibrant (unlike the defunct crafts of several other Livery Companies) and the Clerk plays a key part in this endeavour.

Hospitality

The Clerk is invited to most of the formal functions which the Master attends in the City of London (and

further afield) - and he/she is expected to accompany the Master when so invited. On several occasions each year the Clerk's partner is included in these invitations. Evening functions may well go on until 23:00 or later. The Clerk is expected to be based throughout the week within accommodation provided for this purpose.

The Clerk is responsible for initiating and organising all hospitality offered by the Company, playing a key part in the selection of menus and wines, the invitation of guests from the City and other Livery Companies, the preparation of seating plans and the orchestration of our functions. The organising of our annual 'Company Visit' (to an interesting venue, usually abroad) is a significant and enjoyable task for the Clerk each year, in association with the current Master.



The Role of the Clerk

The Clerk is the Chief Executive Officer of the Company, responsible for and accountable to the Court of the Company for the conduct and management of all of its affairs.

The Clerk leads the direction and administration of every aspect of the Company's activities, providing continuity and initiating evolution and development as appropriate.

The Clerk is the officer responsible for summoning Court and committee meetings, initiating agendas, preparing supporting papers, producing minutes in an accurate, appropriate and timely fashion and taking such follow up action as necessary.

The Clerk oversees the operation and maintenance of the Hall as a listed building, meeting all statutory, health & safety and licensed responsibilities. He/she is responsible for the security of the Hall, and its staff, members, material assets and treasures at all times. He/she is also responsible for the management of a secure and robust electronic data management system which protects and underpins the future running of the Company.

The Clerk is not just an overseer but very much a 'hands-on' member of a hard-working team. The Clerk has a critical role in assuring and ensuring that all Company business, both corporate and charitable, is properly managed in accordance with the Company policy and Standing Orders. The Clerk has a direct Line Management responsibility for both the Principal and Business Manager of its Building Crafts College in Stratford. He/she also fulfils the role of Clerk to the Trustees of the Company's charities and pension fund and he/she is Secretary to the Trustee of Rustington Convalescent Home (which includes line management of its Home Manager).

The Clerk will need to work closely with the Master and Wardens during their terms in office, the Court of Assistants and wider membership of the Livery and Freedom, as well as encouraging applications from a diverse group of talented individuals to join the Company. The Clerk is responsible for ensuring that

succession planning towards the Court is managed and delivered through the Master & Wardens' Committee. He/she is responsible for nurturing strong links with all of our affiliates, including units from all three Services, as well as the Dutch community in London and the Carpenters' Company of Philadelphia. He/she represents the Company within the City of London, most obviously with other Livery Companies, and further afield.

People Management

The Clerk is supported by a staff of about 13 people, which includes a Financial Controller (who also acts as Deputy Clerk), a Personal Assistant, a Craft & Charities Administrator, a Finance & Corporate Services Administrator, an Archivist, a Beadle and several Hall Staff. The Clerk has full responsibility for the staff, all of whom report to him/her ultimately. The Company also retains the services of lawyers, surveyors, accountants, investment managers and other experts as required, all of whom report initially to the Clerk.

Property Management

The major part of the income of the Company is derived from its property portfolio. Although a Surveyor and Solicitor are retained to provide expert professional advice, the properties are managed by the Clerk. It is the Clerk's responsibility, assisted by his Deputy, to ensure that rents are collected, insurances kept up to date and instructions issued to carry out rent reviews, repairs and maintenance.

The Company is currently engaged in negotiations to undergo a substantial redevelopment of the east side of Throgmorton Avenue, including the Hall. This major project will be a significant part of the Clerk's workload during the next five years.

In addition, separate to its property portfolio, the Company has advisors to manage its equities and other investment portfolios, on the basis of the guidelines laid down by the Court and monitored by the Investments Committee. The Clerk is responsible for ensuring that these guidelines are followed rigorously.



Person Specification

This multi-faceted and complex Company requires an inspirational, skilled, collaborative and experienced leader with a strong sense of intellectual rigour, combined with social, financial, operational and property management acumen.

Key Skills

- Proven leadership and practical business skills with a successful track record of developing and delivering strategic, financial, operational and man management initiatives.
- Experience of representing an organization and engaging with external audiences at the highest level, gained at a senior level of responsibility within the Armed Forces, commercial, public or voluntary sectors.
- Exceptional, demonstrable verbal and written communications skills to produce copious, timely and accurate meeting minutes and other communications.
- Experience of property and event management will be a distinct advantage.
- Significant experience of managing staff. Able to instil discipline, guide and coach staff when so required.
- Highly developed diplomatic and social skills. skilled at developing and maintaining strong relationships with all members of the company, as well as identifying potential new members to join the Company and engaging with diverse external audiences.
- Experience and enthusiasm for organising and attending diverse events, including the provision of food, wine and entertainment.
- Prior experience of operating at Board level or equivalent.
- IT literate with interest in technological innovations to improve operational efficiency.

Attributes

- Persuasive and unflappable. An ability to multi-task, juggling numerous concurrent activities and issues is essential.
- A sharp eye for operational detail.
- A concise and effective communicator, with a high degree of emotional intelligence who can network/socialise with charm, stature and poise.
- Friendly, welcoming and good-humoured team player and inclusive self-starter, with a hands-on approach to running the Company.
- A respect and appreciation for the history and traditions of the Company, yet capable of sensitively initiating and facilitating change.

Ethical Standards

Appointments in Livery Companies require the highest standards of propriety, honesty, integrity and sobriety. If there are any issues in your professional or personal history that could, if you were appointed, cause the appointment to be jeopardised, it is important that these be brought to the attention of the Selection Panel. In deciding whether you wish to declare any issues you should consider any public statements you have made including through social media.

As part of the Company's due diligence checks, it will undertake searches of previous public statements and social media, blogs or any other publicly available information. This information will be made available to the Panel and they may wish to explore issues with you, should you be invited to interview.

Terms of Appointment

Job Title:

Clerk (Chief Executive)

Term:

Permanent

Location:

Carpenters' Hall, 1 Throgmorton Avenue,
London, EC2N 2JJ
Some overseas and UK travel will be required.

Time:

Full-time, including extra hours outside routine office hours to attend events

Remuneration:

Six Figure Salary, plus generous benefits, including the use of a flat

How to Apply

To apply, please submit a CV along with a covering letter outlining why you would like to join the Carpenters' Company as Clerk.

Please email your application, marked for the attention of the Recruitment Manager to:
CCRecruitment@carpentersco.com

Key Dates

Closing date for application is by **Midday on Friday 2 May 2025**.

Regrettably we do not have the resources to reply or give feedback to individual applications. If you do not hear from us by Friday 16th May, you should assume that your application was unsuccessful on this occasion.

First Interviews will be held on **Monday 9 and Tuesday 10 June 2025***

at Carpenters' Company Carpenters' Hall,
1 Throgmorton Avenue, London, EC2N 2JJ

Second Interviews will be held in the Hall during the week commencing Monday 16 June 2025*

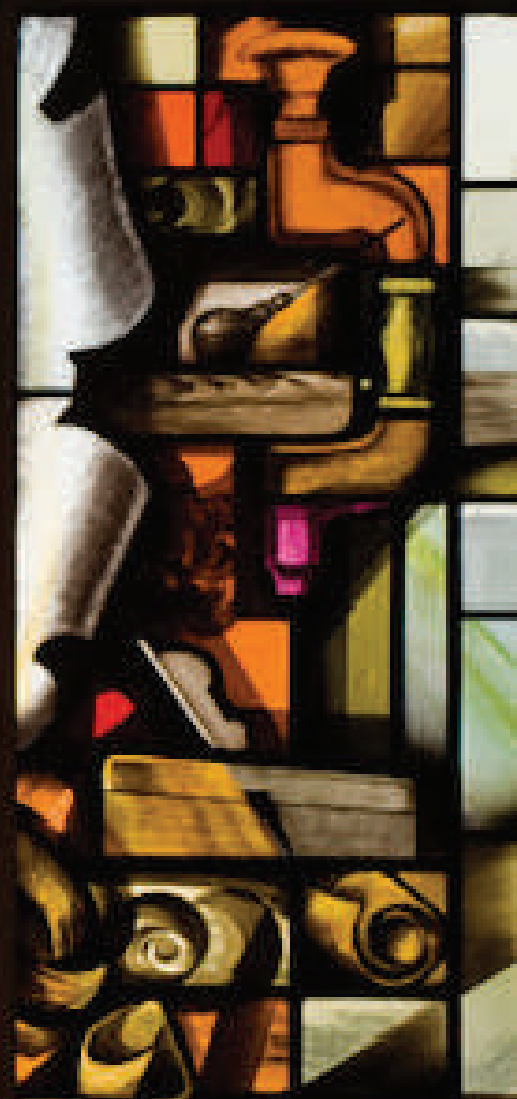
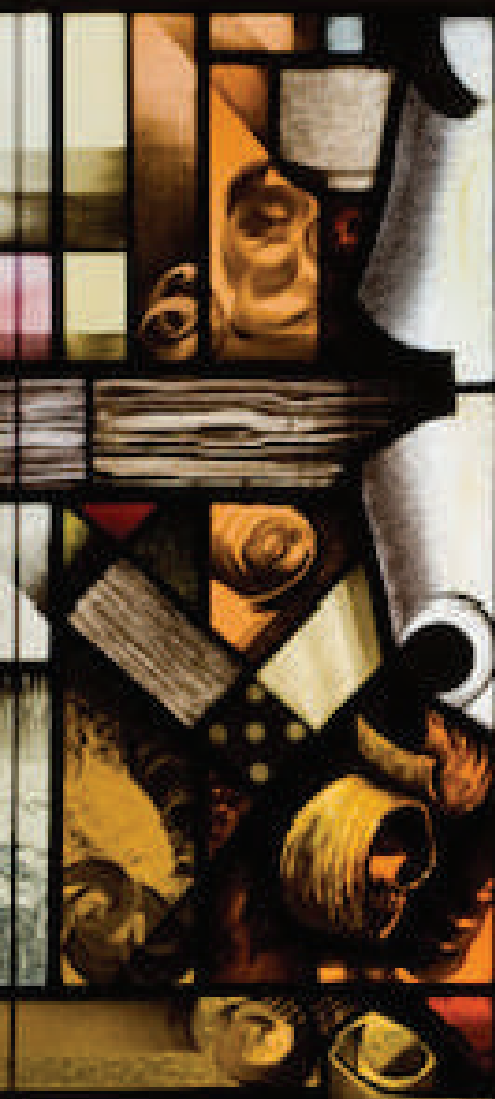
**Please ensure that if selected, you are able to attend on these dates as interviews will be by a Selection Panel and we are unable to accommodate interviews outside of these dates.*

The successful candidate will ideally start in post on Wednesday 1 October 2025.

GDPR - Data Protection

By submitting your application you agree that the personal information you provide will be handled securely and processed solely for recruitment purposes by the Carpenters' Company to evaluate your suitability for the role. Data of candidates who are not selected for interview will be destroyed/deleted immediately. Data of candidates who are selected for interview but are not subsequently offered the job role, will be stored securely for a period of 1 month following the recruitment process and then deleted/destroyed. All candidates have the right to access, rectify or request deletion of your personal data by contacting: Janet Giles, The Carpenters' Company, 020 7588 7001





HONOUR GOD