



MASTER  
MR STEPHEN BRITT

# THE WORSHIPFUL COMPANY OF CARMEN

Plasterers' Hall, 1 London Wall, London, EC2Y 5JU

## **The Worshipful Company of Carmen is seeking a New Clerk**

The role of the Carmen's Clerk has evolved and changed over five centuries. The primary purpose of this all-encompassing position today is to uphold the ethos and traditions of the Company, supporting and advising the Master, Wardens, Court, Charitable Trusts and Committees, strategically and operationally, administering Company, Charitable Trusts and premises, and implementing decisions of the Court and Charitable Trusts.

This fulfilling and challenging role will suit a candidate with demonstrable success in their field, having excellent communication skills and sound business acumen - a capable senior manager and administrator with the highest standards of integrity and competence.

The successful candidate will also demonstrate an ability to sustain effective relationships at all levels, with members of the Court, Livery, Freedom, Charitable Trusts, colleagues, The City of London Corporation and other Livery Companies & Guilds, whilst delivering a consistent Company strategy.

A key benefit of The Clerk's role is the opportunity attend a significant number and variety of Company, charitable, Civic and other events. This will normally require a commitment to and acceptance of flexible working.

Based at the Company premises in the City, this position offers an attractive salary based on mutually flexible working arrangements in recognition of the demands of the role.

For a full job description and to submit an application, please send a current CV and a covering letter which outlines why you would like to take on this role, and why you are a great match for what we are looking for, to the Chairman of Our Administration Committee, Past Master Emeritus, Mr. M. J. Meyer;

- By e-mail to [nick.meyer@cth.co.uk](mailto:nick.meyer@cth.co.uk)
- or
- Via post to 24 Kensington Park Road, London W11 3BU.

The closing date for applications is midday on Monday, 25th March 2019.