



Appointment of Clerk, The Girdlers' Company

Candidate Information, December 2023

Reference: FBLIA

Saxton Bampfylde



Welcome from the Master

Dear Candidate,

The smallest of the City Livery Companies, the Worshipful Company of Girdlers has come a long way from its medieval origins, when our craft and trade were based on the making and embellishment of belts.

Today our external focus is largely charitable, with a strong internal emphasis on fellowship and participation amongst our livery members. The “golden thread” of our ancient craft continues through financial and other support for the Royal School of Needlework, the London College of Fashion and a bursary for an apprentice at the Bill Amberg studio. The Company was honoured to provide the Stole Royal and refurbished Sword Belt for King Charles III’s coronation – work exquisitely undertaken on our behalf by the Royal School of Needlework.

Today our charitable links are wide and varied – our longest continuous charitable link dating from at least the fourteenth century is with the Church of St Lawrence Jewry next Guildhall, a connection reflected in the Company Coat of Arms and our logo representing the gridiron of St Lawrence. Of more recent origin is our friendship with the New Zealand Society and the provision of scholarships at Corpus Christi College, Cambridge for students from New Zealand (first instituted in the mid twentieth century), and a flourishing link with the Irish Guards now into its third decade.

These are amongst some of the most prominent of many charitable relationships and the Clerk will take a leading role in nourishing these and fostering new ones, joining in the programme of visits to charity partners, and playing an important role in providing a welcome and hospitality to charity and many other guests at our Hall.

The Clerk will be expected to be personally involved in any major projects, which over recent years have included the provision of a third storey to our Hall in Basinghall Avenue, the complete redevelopment of our property in Farringdon, and current improvement works at our Almshouses in Peckham.

The Clerk will also work with the Master and Wardens on admissions and succession to balance a strong family tradition within the Company with the

introduction of new members with fresh and diverse perspectives, and the skills and expertise to benefit the Company and our charity partners, both now and in the years ahead.

Our small and experienced staff team manages the affairs of the Company on a day-to-day basis, guided and directed by the Court and relevant Committees and with support from professional advisers. The Clerk will work with staff to provide a supportive and developmental environment where all may flourish and develop their careers. Amongst other stakeholders are our 97 livery members and their families, the Court, Almshouse residents, external charity partners as well as the wider Livery movement and City Corporation. The offer of hospitality at Girdlers’ Hall ensures there are regular opportunities to promote fellowship amongst Girdlers, our charity partners and other guests.

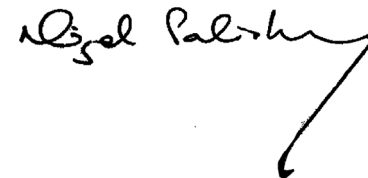
The Clerk plays a crucial role with the Master and other members of the Court as a host at Company dinners and events, and by demonstrably living out the ethos of the Company and in showing the Hall as a place of welcome, hospitality and kindness to all our guests – whoever they may be.

The successful candidate will exemplify the Company culture and its unique blend of philanthropy, fellowship and fun. It will demand strong relationship and organisational skills, creativity and the ability to form part of a team to which you will be able to offer sensitive and inspiring leadership.

This is an exciting opportunity for the right candidate to steer our Company through a historic anniversary and help forge our future beyond. There is no pre-conceived expectation of background or qualifications for this role – the successful candidate will above all show the right aptitude, ability and fit, alongside a strong desire to contribute to our future.

If you like the sound of what you read in this prospectus and think you have what it takes to build on solid foundations and guide us towards a flourishing future please get in touch - we shall look forward to receiving your application.

With thanks and best wishes,



Nigel Salisbury

Master

02 The Girdlers' Company

With its origins dating back to the Middle Ages the Girdlers' Company today primarily functions as a charitable organisation, but one in which fellowship amongst the Livery, the City, and our charitable partners amongst others is nurtured and valued, and through which it is hoped both the Livery and staff find fulfilment and enjoyment.

The craft was involved with the making of girdles, or belts, which were often ornate and worn outside the tunic or gown, and sometimes used to carry a sword, other side-arm, book or purse. The craft was an important one from medieval times until the mid-eighteenth century, before declining rapidly thereafter.

The Company received its Letters Patent in 1327 and whilst it no longer practices its craft, it had the honour to present the girdle and stole worn by King Charles III at his coronation, following a tradition first established for the coronation of King George V in 1910.

With the granting of its Charter by Charles II in 1682, and today occupying its third Hall on a site bequeathed to the Company in 1431, the Girdlers' Company remains deeply rooted in the traditions and governance of the City of London, but is also a complex property-owning organisation concerned with the fellowship of its members and charitable works.

The business of the Company is overseen and directed by the Court, who are advised by a series of Committees covering inter alia Property, Finance, Benefactions, General Purposes and Almshouses. The Clerk attends and contributes to the business of all Committees.

The Company's Property Estate comprises residential and commercial property in Hammersmith and Farringdon and is professionally managed by a third party agent overseen by the Property Committee. Likewise investments are managed by professional managers overseen by the Finance Committee.

The Livery comprises 97 members in total of whom 76 or so actively participate. This participation is encouraged in various ways besides

attending events and contributing to charitable funds. This might include supporting the governance of the Company through membership of one or more Committee, or acting as Charity Liaison for one of the Company's Principal Charities.

The Court comprises the Master, Upper, Middle and Renter Wardens, plus two Assistants, Committee Chairmen and Past Masters, numbering over 20 in all. The Clerk acts as Company Secretary to the Court and records the Minutes, as well as reporting to it on matters within his or her responsibility and areas of general interest to the Company.



03 Girdlers' Hall

The current Hall in Basinghall Avenue dates from 1961 and provides a wonderful home for the Company and its staff in the City of London. The Hall and garden are managed by a small team led by the Beadle.

The Hall is at a short distance from the Church of St Lawrence Jewry next Guildhall with whom the Company has a long and close relationship, dating from the earliest origins of the Girdlers as a craft in the City of London, and with whom we share the patronage of St Lawrence. The Vicar of St Lawrence acts as Chaplain to the Company.

The Livery Hall comfortably seats around 120, and whilst not let commercially, the Hall is lent to other Livery Companies without their own Hall and to Girdler Charities for events to support their work.

The Hall also provides modern and comfortable office accommodation for the Clerk and staff, flats for the Beadle and Master, and ensuite accommodation for Livery members who may need to stay overnight on Girdler business.

Whilst many historic treasures were lost with the destruction of the first Hall in the Great Fire of 1666 and the second in the Blitz of 1940, the Company proudly owns a carpet made for the Company in the Royal Carpet Factory in Lahore between 1630 and 1634 and this is on display to visitors in the Livery Hall.

Catering is provided by third party suppliers and the provision of high-quality hospitality and welcome is of great importance. The house team are on hand for all events and with the Girdlers' own events and meetings, together with use by third parties, the Hall can be a busy place.

The small garden attached to the Hall is a very special asset and won the Dick Balfour Trophy from the Gardeners' Company in 2023 for the best small garden in the City.



04 Philanthropy

The Company dispenses around £1 million per annum through a combination of the Almshouse Charity and the Girdlers' Company Charitable Trust. The grant giving programme is overseen by the Benefactions Committee and benefits a wide variety of causes.

Education is an important area of focus and the Company provides an annual scholarship to Corpus Christi College Cambridge with this being awarded every third or fourth year to an exceptional and deserving scholar from New Zealand. These scholarships underpin a close relationship with the New Zealand Society and the New Zealand High Commission. In addition, a programme of bursaries for UK Post-Graduates at Corpus Christi has recently begun.

The Company also funds a Research Fellowship at Green Templeton College Oxford where the current incumbent is researching the impact of Long Covid on families and children.

The thread of the Company's original trade is maintained through financial support for the Royal School of Needlework, The London College of Fashion, the University of Northampton and a bursary for a Leatherwork apprentice at the Bill Amberg Studio.

The Company also maintains and manages Almshouses in Peckham with capacity for up to 30 residents, and is proud of its affiliation with the Irish Guards to whom it contributes towards welfare and other grants, offers an annual prizegiving event and enjoys reciprocal fellowship and hospitality.

Beyond this, so called Principal Charities today number about 30 and include the Federation of London Youth Clubs, Gordon's School, St Paul's Cathedral Choir School, Crown & Manor Club, The Baron's Court Project, Young Actors Theatre Islington, Guildhall School of Music and Drama and many more.

New Principal Charities are measured against the following beneficial outcomes:

- Improvement in people's employability in order to improve self worth and economic independence
- Improvement in carers' health and wellbeing so they can continue to support those for whom they care
- Reduction in mental health disorders to improve people's overall health and happiness
- Improvement in people's literacy in order to help their integration into society and improve economic well-being
- Reduction in prisoner re-offending in order to make society a safer place

In 1971, the General Court Charity was also established - to which individual Girdlers are encouraged to contribute - and from which donations are made to charities with which Girdlers themselves and their families are closely involved. Relationships are facilitated by the appointment of a member of the Livery to act as Liaison between the Company and the Charity and are under the overall responsibility of the Charities Manager with oversight from the Benefactions Committee.



05 Fellowship

The small size and long history of the Company mean that it retains strong family connections. An important element of the Admissions policy is to balance continuity of family tradition with the need for fresh perspectives, new talent and diversity to address the Company's future needs.

The importance of Fellowship amongst such a small and family oriented Livery is acute and this extends to the small staff team who work for the Company and the partners and others with whom we interact in the City and beyond.

The Company is privileged to be in the position, thanks to the generosity of previous generations, to make a difference in many areas where they have charitable links and where grants are made.

The Company motto of "Give thanks to God" also recognises the considerable good fortune of belonging to a Company which remains, in spite of wider economic challenges, in a resilient financial position.

Relationships within and outside of the Company are nourished through Fellowship and this often takes the form of entertainment and hospitality at the Hall where Livery, City, Charity and personal guests can enjoy the warm and welcoming atmosphere of the Hall and receive exceptional hospitality.

Events might include Livery and Court Dinners and Lunches, Events and Prizegivings for Charities, the Irish Guards and New Zealand Society, entertainment of current and previous scholars, fellows and alumni, hospitality for, and at, the Almshouses, entertaining the Lord Mayor, Sheriffs and guests and small concerts and recitals.

There are also less formal events such as a fundraising rowing event associated with Principal Charity the Ahoy Centre in 2021 and the Lord Mayor's Show in the current year when the Hall was open for Girdlers, families, charities and other guests for informal hospitality throughout the day.

The Master and Clerk play a leading role in providing a welcome and hospitality at the Hall, as well as representing the Company in the City, at other Livery Halls and with Charity and other partners.

This goes to the heart of Fellowship.

Fun

At the end of the day, we also want our Livery, our staff and our guests, whether charity or otherwise, to have fun, and the tone set by the Master, Wardens and the Clerk is critical in this.

Participating Livery are volunteers who in many instances give hours of their time per week on Company business and interact closely with staff, beneficiaries, professional advisers and others.

Providing an environment where Livery and staff alike can, in the words of a previous clerk "do good and have fun" is an important and cherished feature of the Girdlers' Company culture.

Setting the tone in which this culture can thrive is a responsibility shared between the Master and Clerk and strongly supported by the Court.



06 The Role of Clerk

The Clerk holds the crucial responsibility of overseeing the day-to-day operations of the Girdlers' Company, and aligning them with the policies established by the governing body, the Court of Assistants. The Clerk acts as Company Secretary for the Court, convening Court meetings, setting agendas, preparing supporting documents, recording meeting minutes and ensuring the necessary follow up actions are taken.

For Committee meetings the Clerk will work with staff and the respective Committee chairmen to ensure that a similar process of agenda setting, minute taking and follow up is undertaken in all cases. The Clerk is expected to be an active contributor to all the major business of the Company through participation at Committee and beyond.

The Clerk plays a vital role in ensuring the proper management and stewardship of the Girdlers' Company's corporate and charitable affairs, adhering to the guidelines outlined in policy documents and standing orders. Additionally, the Clerk serves as the administrator for the Girdlers Company Charitable Trust and is responsible for overseeing the administration of the Almshouses in Peckham.

The Clerk will have a strategic vision for the Company in the long term, aligned with financial forecasts provided via the Finance Committee, and expected developments within the Property portfolio, and will be able to articulate this vision, together with the strategies to implement it.

The Clerk leads a small team at the Hall with direct oversight of the Finance Manager, Charities Manager and Beadle. They carry responsibility with the Staff Matters Group for ensuring adherence with Company policy on all staff matters and for establishing and maintaining the appropriate working environment and culture within the Hall.

Admissions to the Livery are the responsibility of the Master and the Admissions Committee, but the Clerk plays an important role in identifying and preparing suitable candidates for consideration, maintaining succession plans for both Court and Committee positions and ensuring the Company has the right pipeline of talent and expertise to meet future needs. Membership of a Committee is within the gift of the Chair, but the Clerk is expected to be alive to the particular skill-sets of individual Girdlers. As such, he or she will be the authorised Company's Data Processor for the purposes of GDPR. This is essential to secure the Girdlers' Company's ability to maintain a vibrant Livery and to shape, continuously refresh, and uphold our philanthropic vision and mission for the next decade and beyond, thus

creating a sustainable legacy for future generations.

The Clerk will need to be empathetic with a variety of personalities and perspectives on the Court, be quietly influential within the Livery and effective in working with the staff team to implement policy decisions.

The Clerk plays an important pastoral role in maintaining contact with Livery members both active and retired, and ensuring that they continue to feel part of the Girdler family whether or not they are regular attendees at the Hall.

Beyond the responsibilities of strategic leadership, decision-making and resource management, the Clerk's role is to represent the Company in the wider City and beyond, and he or she will be expected to drive and articulate the relevance and impact of the Company as it approaches its 8th century.



07 The Person

Essential

- Strong financial and commercial acumen, with a reasonable appreciation of management of property and investments.
- Evidence of success in a leadership role within a complex organisation with a diverse stakeholder community.
- Experience of representing an organisation externally and of engaging with a wide range of audiences.
- A successful track record of dealing with widely differing responsibilities and experience of working with staff and wider stakeholders at all levels.

Desirable

- Experience and knowledge of grant giving and impact assessment.

Personal attributes

- Ability to provide strategic guidance, yet be involved in the day to day running of the Company in a 'hands on' manner.
- Motivated and ambitious for the Company.
- An imaginative and progressive outlook.
- A strong empathy with the ethos and mission of the Company.
- Comfortable in an organisation which takes a long term view, yet capable of sensitively initiating and facilitating change.
- The presence and personality to contribute to the Company in a way that engages with current members while attracting new members.

It is imperative that the Clerk possesses the adaptability to cater to the unique needs of each Master, enabling them to excel during their tenure. The Clerk's role extends to efficient management, in conjunction with the Master and Committee Chairs, of the Court and Committees, as well as effective leadership of the staff team.

Externally, the Clerk must exhibit the capacity to engage at the highest levels, interfacing with prominent individuals and institutions, including but not limited to Royalty, the City of London Corporation, the Lord Mayor's office, fellow Livery Companies, educational institutions, charitable organisations, the military, industrial leaders, and distinguished guest speakers.

The ideal Clerk should possess a comprehensive skill set, encompassing people and process management, strategic engagement with the Court in policy development, and collaborative endeavours with external parties.

Of paramount importance is the Clerk's ability to cultivate and nurture robust relationships, especially with Livery members of all ranks, as well as with the multitude of external parties associated with the Company stakeholders.

This includes proficiency in leadership, organisational acumen, team-building, interpersonal finesse, effective communication, decision-making prowess, and experience of financial management, project oversight, and workforce administration.

Moreover, the Clerk is expected to embody leadership qualities, be able to work harmoniously with diverse individuals, exhibit patience and diplomacy, and the resilience required to execute their responsibilities while upholding the cherished traditions of the Company.

08 Appointment Terms

- This role will be based at the Girdlers' Hall, Basinghall Avenue, London.
- This is a senior appointment and salary will be commensurate with the experience of the appointed candidate.
- The role will require attending or hosting events outside normal office hours on a regular basis.

How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to The Girdlers' Company on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code FBLIA. Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

The closing date for applications is noon on **Friday 5th January 2024**.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

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