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*the* WORSHIPFUL  
COMPANY *of*  
**GLAZIERS**  
*&* PAINTERS OF GLASS

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**CLERK  
RECRUITMENT PACK  
SPRING 2020**

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## 1. INTRODUCTION

The Worshipful Company of Glaziers & Painters of Glass (*The Glaziers' Company*) is one of the medieval craft Livery Companies of the City of London. Nearly 700 years old, today it fulfils its charitable purpose primarily through its involvement with promotion of the art & craft of stained and architectural glass art, conservation, education & training and schools' outreach. It does this through The Glaziers' Foundation, which is responsible for a range of Competitions & Awards programmes, schools' outreach and conservation grants.

It also plays its part in the Civic affairs of the City of London. Two former Lord Mayors, both Past Master Glaziers and one of whom is currently an Alderman, serve on the Court of the Company. Another former Lord Mayor and current Alderman is also a Liveryman of The Glaziers' Company.

The Company is a membership organisation, and currently has around 280 members, including artists, conservators and those with links to the City who have an interest in the craft and the glass and glazing industry. Many volunteer to help with various projects and initiatives on behalf of The Company – we could not do half of what we do without them. The Glaziers' Company is led by the Master and Wardens, who are elected annually from the membership and are supported by a larger Court of Assistants. The Clerk's office is responsible for the administration of the Company's affairs, together with running The Master's annual social programme as well as more formal events and dinners. The Glaziers' Foundation (reg. charity number 1143700), is The Company's charitable arm, and has assets of some £800K.

The Glaziers' Company is the controlling shareholder in Glaziers Hall Limited (*GHL*). Two other Livery Companies have significant shareholdings in GHL and have Clerk's offices there. GHL owns the leasehold of the Hall and, in addition to maintaining it for the use of the three liveries, it lets it out commercially, mainly for conferences and events for business clients. Glaziers' Hall is situated on the south side of London Bridge and close to London Bridge Station, Southwark Cathedral and Borough Market. Many of our events and meetings are held at the Hall. There is a Clerk's Office at Glaziers' Hall, plus storage space for the Company's belongings.

After just over twelve years of service to the Company, our present Clerk has indicated her wish to step back from her current role with its present time commitment as her personal circumstances are changing. She will however be available to collaborate in a comprehensive handover to the new incumbent, and she intends to continue working for The Glaziers' Company part-time in the role of Assistant Clerk.

## **2. COVID-19**

We recognise that The Glaziers' Company is, of course, recruiting a new Clerk during an unprecedented period. This means that there is a high degree of uncertainty, but there will also be significant opportunities for the new Clerk to look ahead. The Clerk will be a key player in helping to make sure that The Company is equipped to deal with the 'new normal' and make or recommend whatever changes are necessary to the Company's operation as it faces its future. This does, therefore, present an exceptional opportunity for the right candidate to help ensure that this ancient craft Livery remains as a successful and thriving organisation, relevant and responsive to the needs of its members, and one which continues to support and promote the conservation, art and craft of stained and architectural glass art and design.

### 3. THE HISTORY OF THE GLAZIERS' COMPANY

The Glaziers' Company website can be found here: <http://glazierscompany.org.uk/>

When the Glaziers' Company first came into being is lost in the mists of time, but the earliest known mention of the Company is in the list of Guilds dated December 1328, the second year of Edward III's reign. In this are listed John Husbonde, Master and one Warden, Alan Gille. In accordance with its Charters, the Company is administered by a Master, Upper Warden and Renter Warden who are installed annually on or near St. Andrew's Day. They are supported on the Court by a number of Assistants. Also, there are various Honorary Officers: Almoner, Bargemaster, Chaplain, Curator, Musician, Solicitor and Treasurer. The permanent staff is headed by the Clerk, assisted by the Assistant Clerk and the Beadle. The Court meets five times a year, namely within seven days before or after St. Paul's Day (25th January), St. Mark's Day (25th April), St Peter's Day (29th June), St. Matthew's Day (21st September) and St. Andrew's Day (30th November). In addition, the General Purposes Committee meets fourteen days before each Court meeting and various other committees meet at the discretion of their respective chairmen.

The exact date when the Arms of the Company were formally granted, if ever, is unknown, but the first blazon (description) of them occurs in 1588 when the Herald Robert Cook, Clarenceux King of Arms, made his official visit to the Company. A second visitation was made in 1634 by Sir Henry St. George, Richmond Herald. Subsequently, on 5th March 1926 Sir Gerald Woods-Wollaston, Garter King of Arms, certified and declared that: "The Armorial Ensigns of the Worshipful Company of Glaziers of the City of London are as follows:-

**Arms:** *Argent two grozing irons in saltire between four closing nails Sable. On a chief Gules a demi-lion passant guardant Or.* **Crest:** *On a wreath of colours a lion's head couped Or between two wings Azure.* **Supporters:** *On either side a boy proper holding in the exterior hand a torch Or, inflamed also proper.* **Motto:** *Lucem Tuam Da Nobis Deus ("O God, give us Thy Light").*

The Company was granted its first Charter by Charles I in 1638. This, together with those of many City Livery Companies, was revoked by Charles II in 1683 with a view to raising money by means of the franchises belonging to those companies. Partial restitution was made by James II in a new Royal Charter of Incorporation dated 1685. Full restoration of the original Charter was made by William and Mary in 1689. Finally, by a Supplemental Royal Charter granted by Her Majesty Queen Elizabeth II on 2nd January 1956, it was declared (inter alia) that the Court of Assistants shall consist of the Master, Upper Warden, Renter Warden and not less than ten, nor more than thirty, Assistants in addition to Assistants ex officio (i.e. Past Masters).

What of the raison d'être of The Glaziers' Company? The City Companies were all formed out of the ancient guilds of their particular trades or crafts. Effectively they were the forerunners of the trade unions in that their purpose was to control those practising their crafts and the costs of materials and prices charged, within a five-mile radius of the centre of the City. There was one important difference: they were truly democratic in that both Master and man were members of the same guild.

Every Liveryman of the Company is a Freeman of the City of London. While this is now a sinecure, in earliest times it meant that he (or she) was free to practise his trade within the five-mile radius. If he lived and worked outside this radius, he was regarded as a 'foreigner' and could not do so. From the early Middle Ages until changing times in the first quarter of the 19th century, the Glaziers' activities were largely taken up in protecting their rights. In our history there are many references to petitions to the Sovereign and the Lord Mayor objecting to infringements of our privileges. For example, during the reigns of Elizabeth I and James I, the pernicious practice, begun by Henry VIII, of granting

monopolies in commodities to favourites, had reached such proportions that the cost of glass rose to a point where only the rich could afford windows in their houses. A coalition of capitalists led by Isaac Bungard and John Dynes attempted to corner the whole of the glass trade. Following a spirited fight against this monopoly by the Glaziers' Guild, it obtained its first Charter in 1638. Subsequently Bungard and Dynes motivated by the dictum "If you can't beat 'em, join 'em" became Liverymen of the Company. Today, they would not have been admitted; our forefathers were more forgiving. On receipt of their Charter, the Glaziers proceeded against another antagonist, impeaching Sir Robert Mansell and his collaborators. The outcome was the proper supply of good glass and lead at a reasonable price.

The Company is still very much concerned with the craft and its origin. The emphasis has however moved from the protection of the personal economic welfare of the Glaziers to preservation of our heritage of glass, at the same time ensuring that the Craft continues to be practised to a high standard. To this end, The Glaziers' Foundation maintains the Glaziers' Trust which assists Churches in the restoration of medieval stained glass or other glass of importance. A travelling scholarship is awarded every other year and annual competitions are held for students of stained glass. Young craftsmen are given every encouragement to enter into and continue the Craft by way of work placements financed by the Company. We run the prestigious annual Stevens Competition, based around a live commission, for new & emerging architectural glass artists. The Boydell Library of books on Stained Glass is situated at Glaziers' Hall.

A close relationship is also maintained with the British Society of Master Glass Painters (BSMGP), the representative body for the Craft today. Funding is also allocated, on a regular basis, to The Stained Glass Museum and to *Vidimus*, an on-line magazine devoted to medieval stained glass.

The Company has also established the Stained Glass Repository, originally housed in the basement of the Hall, but now at Welbeck in Nottinghamshire, the purpose of which is to rescue valuable stained glass considered at risk, and to find a suitable home for it.

The present-day Livery includes a wide range of professions and it is generally accepted that this infusion of experience and background adds significantly both to the direct objects of the Livery and to its social activities. The common theme is glass, but candidates for admission are welcome from all walks of life. An eminent Honorary Freeman of the Company is her Royal Highness the Duchess of Kent. A strong link was formed with this branch of the Royal Family when the late Prince George KG, Duke of Kent, became an Assistant of the Court in 1936, followed by his widow, the late Princess Marina.

The first reference to a Hall is in 1601 when it appears from Deeds in our possession that one was leased from the Fishmongers' Company in Five Foot (now Fye Foot) Lane, situated between Old Fish Street (now Queen Victoria Street) and Thames Street. This Hall was destroyed in the Great Fire of 1666. From then on, meetings were held in various taverns and halls of other Companies until 1977.

In 1929, the Rt. Hon. The Lord Hirst of Witton, Master, established by a generous donation a Hall Building Fund (substantially augmented by a bequest of £40,000 under the will of Lord Perry, Past Master), so that the Glaziers might once again have their own Hall. Eventually, in 1970, Gordon Simmons, Master, began the search for a site or building to accommodate a Hall. Hibernia Chambers, London Bridge, then awaiting internal reconstruction, was located by Patrick Trollope, Liveryman. The following year, Sir Frederick Snow, Master, began negotiations for a one-hundred-and-fifty-year lease of a Hall within this building. In 1974, the Court decided to proceed with the Hall project and in 1975, the first reception was held there while construction was still under way. In 1977, the lease was finally signed, and Glaziers' Hall became our home.

The Hall is administered by a separate Limited Company, Glaziers Hall Limited (GHL), the main shareholders being three Liveries, The Worshipful Companies respectively of Glaziers (generally controlling shareholder), Scientific Instrument Makers and Launderers with the Clerks of these three Companies each having a small office in the Hall. The Glaziers' Company appoints a number of Directors to GHL's Board and by custom to date its Chairman is a Glazier. The Hall is available for public functions, meetings, exhibitions, etc. Today, after a major refurbishment, Glaziers' Hall is marketed as both a heritage and contemporary venue with seven unique and versatile event spaces. The Clerk does not play any part in the operation of the GHL business.

The Glaziers Hall Limited website is here:

<https://www.glaziershall.co.uk/>

The Company is forward-looking, and on 29 April 2020 seized the opportunity to hold its first remote meeting of its Court of Assistants, including a virtual ceremony for admitting Liverymen.

Suzanne Galloway is presently The Master.

Michael Dalton is Upper Warden, and now acknowledged as Master Presumptive.

Eur Ing Philip Fortey is Renter Warden and also Honorary Curator.

David Stringer-Lamarre is Senior Assistant of the Court.

More information, including a schematic Organisation Chart showing reporting lines and selected officers of the Company and the Foundation can be found here:

<http://glazierscompany.org.uk/master-wardens-and-clerks-office/>

The Company operates a Code of Conduct and this can be found here along with other Company policies and statements (including GDPR):

<http://glazierscompany.org.uk/privacy-and-data-protection/>

## **4. THE ROLE**

### **OVERVIEW**

Mental agility and flexibility of approach will be vital, given the varied nature of the role, its wide ranging responsibilities and the limited support resources available to achieve all of the aspirations of The Glaziers' Company. Although the Clerk needs to have operated at a senior level, this is absolutely a hands-on role. The Clerk must be prepared personally to tackle even what appear to be minor administrative tasks and be very comfortable using IT to ensure the effective operation of the organisation. There is also the need to work with a relatively small but committed volunteer team.

He/she is responsible for the smooth running of the Company's affairs, its security and the morale of its staff. In particular, he/she will contribute to the Company's future strategic and financial planning and will be able to think commercially about the Company's activities, most particularly to achieve membership retention and growth.

The Clerk will need to take ownership of The Company's *Glaziers700* Project which looks to how The Glaziers' Company will mark its 700<sup>th</sup> anniversary in 2028. The business of the Company is ultimately determined by the Court, a body with some 35 members comprising The Master, the two Wardens, Assistants and Past Masters. The Clerk will have the skills to be able to help shape and inform the business of the Court, and the judgement and diplomacy to be able to operate effectively in such a structure.

The Glaziers' Company is becoming increasingly diverse in terms of its membership demographic - including in terms of age, gender, domicile and ethnicity. We celebrate and welcome inclusivity. We maintain strong links with the London Borough of Southwark (one of our senior members is a Southwark Alderman) and with the Institute of Directors (another senior member is Chair of IOD London Region).

### **KEY RESPONSIBILITIES**

These cover the following areas:

- Administrative
- Ceremonial
- Member relations
- Event organisation
- Governance and legal
- External relations
- Staff management
- Financial management

Full details are set out in the Job Description at Appendix 1.

### **PERSON SPECIFICATION**

The skills and competencies in terms of qualifications, knowledge and personal attributes of the candidate are also set out in the Job Description at Appendix 1.

## **5. PACKAGE & TERMS**

The role has traditionally been based at Glaziers' Hall, near London Bridge Station - but COVID 19 may present opportunities to look at home-based working instead, or a combination of the two.

Remuneration and hours will be negotiated with the preferred candidate. It will be in the region of 3 to 4 days per week.

The Clerk will be supported by an assistant clerk (allocated time for this role is 2-3 days per week), plus a Beadle for ceremonial duties at Court meetings, dinners and some other events.

The preferred start date for the role will be 1 September 2020 but there is flexibility on this. Ideally, the Master & Wardens would prefer it to be no later than 1 October, bearing in mind that the handover from the present Master to her successor takes place at the end of November.

The Clerk may be required to work early or late and will be asked to accompany the Master, Wardens or Deputy Master to events and functions (including evening functions) throughout the year. The Clerk should be flexible about hours worked and be prepared for this. The Company does not have its own bedroom or accommodation facilities for Clerk or senior members of The Company.

Reasonable travel and subsistence expenses will be paid, when necessarily incurred in order to perform Company related duties. Weekly commuting expenses from home to office are not paid.

There is an annual holiday allowance of five days per annum per day worked in addition to public holidays, to be taken by agreement. This equates to 20 days if working 4 days per week, or 15 days if working 3 days per week.

There is a Company pension scheme.

Full terms of employment will be set out in the Service Contract.

The Worshipful Company of Glaziers is an equal opportunities employer.

## 6. RECRUITMENT PROCESS

We acknowledge that Lockdown and its consequences present additional difficulties to this process.

Prospective candidates for the post are invited to submit their applications preferably by email, but alternatively by post, enclosing the completed Application Form, together with a CV and a covering letter setting out how their background and experience fits them for the role. The Application Form also requests contact details for three referees, including a recent employer.

Completed applications should be sent to:

**Past Master Duncan Gee**  
**Chairman of the Nominations & Advisory Committee**

**email:** [duncan.gee@latimercorp.com](mailto:duncan.gee@latimercorp.com)

**address:** 82 Highgate West Hill, London N6 6LU

The closing date for applications is **Wednesday 10 JUNE 2020 at noon**, but early applications are most welcome.

The Master, Wardens & Senior Assistant will be involved in the selection process, together with other senior members of The Company.

First interviews will take place during June, and all candidates will be notified of the outcome at this stage of the process. Due to COVID 19, it is *highly likely* that any first interviews will take place by telephone conference or using virtual meeting software, such as *Zoom*.

Shortlisted candidates will be interviewed during July. This may also be by *Zoom*.

Please indicate in your application if the proposed timings may be difficult for you.

## **APPENDIX 1:       JOB DESCRIPTION**

### **CLERK OF THE WORSHIPFUL COMPANY OF GLAZIERS AND PAINTERS OF GLASS (“THE GLAZIERS’ COMPANY”)**

The post is a Chief Executive role. It is part-time, requiring the holder to work 3-4 days per week.

The Glaziers’ Company is one of the 110 Livery Companies of the City of London. It is a membership organisation dedicated to supporting the art and craft of stained and painted glass and contemporary architectural glass, with a separate charitable arm (the Glaziers’ Foundation) which enables financial support to be given, largely financed by regular donations from the membership, which currently numbers some 260.

It is governed by the Master, Wardens and Court of Assistants. The Master and the two Wardens are elected annually and serve for a year, the Wardens normally progressing in turn to be Master. The governing body is the Court of Assistants (“the Court”) comprising up to 30 members plus a number who have served in the office of Master. Committees cover a number of the company’s activities, reporting to the Court.

The post reports directly to the Master for the time being. The Assistant Clerk and the Beadle report directly to the post holder. There is one other member of staff, the Awards Co-ordinator, who is employed by the Company for convenience but who reports, via a Committee, to the Glaziers Foundation. The Clerk’s annual appraisal is undertaken by the Master.

The Company occupies Glaziers’ Hall at the south end of London Bridge. The Hall is owned and operated by Glaziers’ Hall Limited (“GHL”), a separate commercial company of which the Glaziers’ Company is the majority shareholder. The Glaziers’ Company enjoys the use of an office for the Clerk and free use of the Hall for its own activities to a maximum of 35 days per year. GHL is responsible for making the Hall pay its way as a venue for events when it is not needed for Livery purposes.

## **MAIN RESPONSIBILITIES AND DUTIES**

### ***Administrative***

1. Ensure adequate operation of office functions during the working week and deal with incoming communications.
2. Manage the Master's correspondence and diary.
3. Maintain comprehensive membership records, deal with applications to join and leave the company and ensure that subscriptions are properly billed and paid. Maintain membership statistics to feed into the company's key performance indicators.
4. Overall responsibility for the running of the Clerk's Office, and the distribution of work between the postholder and the Assistant Clerk, overseeing tasks that are delegated.
5. Maintain the membership records of the Court and Committees, ensuring that membership changes are implemented and that members whose terms of office expire duly leave their appointments.
6. Ensure that record copies of the Company's papers and transactions are preserved and properly archived.
7. Arrange for the printing and publication of the annual Livery List and the programme of events, and ensure that the editor of the Company's magazine and the webmaster are provided with up to date information on forthcoming events.
8. As the Company's webmaster, ensure that the website reflects best practice, is properly maintained and secure, and that its content is accurate and up to date. The task of webmaster may be delegated.

### ***Ceremonial***

1. Accompany the Master, wearing robe and badge, on ceremonial occasions at a variety of locations in the City of London.
2. Oversee and participate in the Company's formal ceremonies, including the admission of new members and the election and installation of each year's new Master. Occasionally say grace before meals. Make announcements as required at Company events.
3. Accompany the Master to other Livery Companies' events (primarily lectures, dinners and lunches) to which he or she is invited and where the invitation is for "The Master & Clerk".

### ***Member relations***

1. Act as the first point of contact between members and the Company and deal with members' requests and queries.
2. Regularly review the membership and encourage appropriate candidates to advance from the entry grade (Freeman) to the main grade (Liveryman).
3. Encourage and assist Freemen to obtain the Freedom of the City of London (essential for advancement to the status of Liveryman).

### ***Event Organisation***

1. Assist the Master and incoming Master to plan, prepare and implement their annual programmes of social and other events (on average about one a month), including events in the Hall, day visits in London and elsewhere and weekend visits in the UK and overseas.
2. Advise the Master on setting ticket prices for events to ensure that they make the contribution to the Company's finances specified in the Budget prepared by the Treasurer and agreed by the Court.

3. In consultation with the Master agree which Masters of other Livery Companies are to be invited to Livery Dinners (up to five per dinner, plus Clerks, on the basis of reciprocity and tradition).
4. Ensure that the Hall and other venues are booked in good time for events, and ensure the attendance, as necessary, of the Stewards (voluntary officers of the Company who serve for a year) and the Beadle.
5. Accompany the Master, as directed, on any reconnaissance visits arranged for trips outside the Hall, which may include overseas visits.
6. Attend all company events to assist with their smooth running.
7. Arrange and supervise the catering for lunches and dinners.

### ***Governance and Legal***

1. Advise the Master on matters of constitution and governance.
2. Act as Clerk to the Court and its Committees (5 Court meetings per year and up to 20 meetings of other Committees).
3. Circulate meeting notices and agendas and draft the minutes of all meetings.
4. Ensure that meeting rooms are booked in good time for all scheduled meetings, and book rooms for ad hoc meetings of committees and other groups, including the constituent committees of the Glaziers Foundation.
5. Ensure that the Company complies with all legal responsibilities attached to an employer, including tax, pensions, national insurance, data protection and health and safety.
6. Take responsibility for developing and leading the execution of Company-wide policies and initiatives to support diversity and inclusion.
7. Ensure that appropriate contracts are in place for all employees and consultants.
8. In conjunction with the Company's insurance brokers, ensure that appropriate insurances are in place for all Company assets, and for indemnity and public liability.

### ***External relations***

1. Establish and maintain good relations with other Livery Companies and relevant City organisations, including the Chamberlain's office at Guildhall (Freedom of the City), the Livery Committee (election of the Lord Mayor and Sheriffs) and the staff of the Mansion House (where the Annual Banquet is usually held).
2. Establish and maintain good relations with GHL, working with them to ensure that the Hall is able to provide all the facilities required by the Company while enabling GHL so far as possible to maximise the revenue generated by the Hall as a commercial events venue. Assisting members who wish to hire the Hall for their own private events, where requested, in their discussions with GHL.
3. Establish and maintain good relations with outside bodies involved with the craft, in particular the British Society of Master Glass Painters (BSMGP).
4. Establish and maintain robust arrangements for catering and other contracts to ensure good value and satisfactory performance.
5. Oversee communications, as directed by the Master, with outside agencies essential to the smooth running of events, including travel, accommodation guiding and meal arrangements for visits and the operators of venues for events held outside the Hall.
6. Represent the Company on the Board of Trustees of "Southwark United Charities", an amalgamation of trusts that provide charitable housing for elderly people in the Borough in which the Hall is situated.
7. Establish and maintain good relations with the South-East London Army Cadet Force, which is the cadet unit adopted by the Company. Manage the arrangements for the two annual

awards given by the Company to members of the unit and for visits by the Master to their annual camp and other events.

8. Establish and maintain good relations with other services affiliated bodies, and in particular Royal Air Force 611 Squadron and Royal Navy HMS Kent where affiliations have been forged recently with arrangements for awards now in place.
9. Maintain good relations with the Glaziers Foundation and its constituent boards and committees to maintain a flow of information between the two bodies and ensure smooth running of joint initiatives.

### ***Staff Management***

1. Allocate work to the Assistant Clerk and oversee the performance of his/her duties.
2. Monitor the quality of the work of the Assistant Clerk and arrange training as required.
3. Conduct an annual appraisal of the Assistant Clerk.
4. Ensure attendance of the Beadle on occasions when he is required: Court meetings/Livery dinners (five per year), the Annual Banquet and the Annual Service; and ensure that he is properly briefed.
5. Prepare for own annual appraisal by providing the Master with a self-appraisal of performance during the year.

### ***Financial Management***

1. Assist the Honorary Treasurer during the annual cycle (December to November) in preparing the budget for the forthcoming year, in monitoring and controlling income and expenditure during the year and in preparing the end-year accounts.
2. Oversee the Company's bank accounts, ensuring that all payments comply with approval and certification policy.
3. Be familiar with the accounting system software and ensure that all book-keeping entries are accurate and up to date. (Normally the day to day book-keeping will be undertaken by the Assistant Clerk).

### ***Other Matters***

1. Take responsibility for any other matters that may arise from time to time in connection with the operation and business of the Company, not specifically referenced above, which are commensurate with the Clerk/CEO role. In some instances, such matters may be referred to the Clerk by the Master and/or the Court.

## **SKILLS AND COMPETENCIES**

### ***Proven administrative competence, experience and efficiency***

Ability to develop, maintain and use meticulous and reliable membership and subscription systems that can generate statistical reports on demand. A systematic approach to time management and a good understanding of IT, including Microsoft Office, and familiarity with accounting systems software. Adept at exploiting digital media.

### ***Ceremonial***

Confident with tradition, ceremony and protocol. Presence, dignity and a sense of occasion.

### ***Member relations***

A friendly and welcoming manner, patience, politeness and good humour. A genuine interest in people and a good memory.

### ***Event organisation***

Project planning and management skills, with attention to detail and timeliness to ensure the delivery of high quality events.

### ***Governance and legal***

Knowledge of the Company's Ordinances and a feel for their pragmatic interpretation. Good committee running skills (paper circulation, agendas and minutes) and good drafting ability (for minutes in particular, but also for general correspondence). Basic knowledge of the obligations of an employer (including tax, NICs, workplace pensions, health and safety) and wider legal aspects (including equality, data protection and VAT).

### ***External relations***

Diplomacy and a friendly yet professional approach.

### ***Staff management***

Management skills to secure an effective and efficient working relationship and atmosphere.

### ***Financial management and commercial acumen***

A feel for financial matters, an understanding of the factors that go towards setting events costs (including fixed and variable costs) and a systematic approach to budget monitoring.

### ***General***

A willingness to learn about the craft and an ability to spot and take into account the various undercurrents in the world of stained and painted glass.

A proactive approach, a genuine interest in the Company's activities, a nose for identifying and heading off trouble, and an ability to present the Master and Court with suggested solutions as well as identifying problems.

An ability to adapt to Masters' working methods and to establish and maintain a good working relationship.



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**APPENDIX 2:**

**APPLICATION FORM FOR THE POST OF CLERK**

*Please complete this form in addition to providing your curriculum vitae and covering letter.*

**Full name and address (BLOCK CAPITALS)**

**Your contact details**

.....  
.....  
.....  
.....

Tel: .....  
Mobile: .....  
email: .....

**Brief details of professional qualifications and any honours**

.....  
.....  
.....

**History of employment over last 10 years (to be completed as well as shown in your CV)**

.....  
.....  
.....  
.....

**Referees.** Please provide contact details of 3 people who have agreed to be your referees, including a recent employer. They will not be contacted unless and until you give your permission to do so.

1 ..... Tel & Email: .....  
2 ..... Tel & Email: .....  
3 ..... Tel & Email: .....

**Please send to:**

**Past Master Duncan Gee, Chairman of the Nominations & Advisory Committee,  
82 Highgate West Hill,  
London N6 6LU**

**or send by email to: [duncan.gee@latimercorp.com](mailto:duncan.gee@latimercorp.com)**