



JOB DESCRIPTION

Assistant to the Clerk

Job Title:	Assistant to the Clerk
Reports To:	The Clerk
Responsible For:	Administrative support/diary management for Master and Clerk; Maintenance of Company calendar of events and meetings; Meeting management for the Court and various sub-committees; Management of membership enquiries, applications and progression processes; Coordination and creation of Company communications; Administration of contact management system;
Location:	Information Technologists' Hall 39a Bartholomew Close London EC1A 7JN
Salary:	£35,000 to £38,000

Key Responsibilities

Administrative support and diary management

- Provide administrative support to Master and Clerk as required
- Maintain a diary for the Master and Clerk including the acknowledgement and response of all invitations to the Company
- Create and maintain a centralised rolling 12-month calendar of Company events and meetings
- In conjunction with the Clerk, manage the renewals process for service contracts in respect of WCIT Hall.

Meeting Management

- Preparation of agenda, meeting packs and minutes for the Court and various sub-committees
- Ensure draft meeting minutes are produced in a timely fashion for review by the Clerk
- Assist Clerk to track and ensure action items are completed in a timely fashion

Membership enquiries, applications and progression processes

- Act as focal point for enquiries from potential members; send out membership packs and track status of enquiries.
- Administer the process for Freedom Panel interviews including final communication to candidates and liaison with Financial Controller to ensure invoices are raised.
- Assist Clerk with production of progression lists for consideration by Livery Committee and packs for committee meetings.
- Organise informal Livery receptions for progression candidates and Past Masters.
- Co-ordinate final communication on progression including liaison with Financial Controller for invoicing purposes and the arrangement of clothing ceremonies.
- Attend Company events as required.
- Follow up with new members to ensure engagement with the Company.

Coordination and creation of Company communications

- Creation and maintenance of a publication schedule for regular communications.
- Liaison with Panel Chairmen, Charity Coordinator, Hall staff, Clerk and Master to provide content for publication.
- Creation of Company communications in conjunction with the Events Coordinator; liaison with Communications and PR Committee for final editorial review where required.
- Oversight of Company social media platforms in conjunction with relevant member owners.
- Oversight of Company website to ensure content is current.

Administration of Contact Management System

- Point of contact for operation of contact management system including responsibility for generating ad hoc reports required for Clerk and/or committees
- Liaison with service provider for support issues, development work and ad hoc requests

Candidate Skills/Attributes/Experience:

Essential and strong evidence of:

1. Strong verbal and written communication skills;
2. Well organised, logical and detail focussed;
3. Strong IT skills including experienced in the use of MS Office suite;
4. Good people skills (staff and members);
5. Willingness to work flexibly when required.

Desirable:

1. Experience with database systems;
2. Experience with Adobe InDesign or a similar application.

Objectives for first 3-6 months in post:

1. Provision of accurate and timely support of Court and Committee meetings;
2. Effective diary management for the Master and Clerk;
3. Assist with the implementation of a new CRM system and data cleansing of the old system.
4. Coordination and creation of Company's quarterly publication.

Reason for hire:

Following the appointment of a new Clerk, a staffing review has been undertaken and the role as Assistant to the Clerk defined. Some of these duties have been undertaken by a temporary agency employee and the Company is now seeking to recruit a permanent member of staff.

Candidate Profile:

The Worshipful Company of Information Technologists is the 100th Livery Company of the City of London. Its membership is drawn from all areas of information technology and it aims to promote fellowship, education, support of the IT industry and charitable giving.

We are looking for a confident and enthusiastic individual who can work as part of a team. The ideal candidate will be well-organised, demonstrate attention to detail and a logical approach to their work, exhibiting strong written and verbal communication skills. You will be the first point of contact for the Company's members and need to be well versed in dealing effectively with a wide range of people.

The Assistant to the Clerk will have responsibility for the timely and accurate support of the Company's Court and sub-committee meetings. You will manage a busy diary for the Master and Clerk and provide general administrative support to the Clerk. You will also co-ordinate and manage the production of the Company's quarterly newsletter, liaising with committee chairs and other members of staff to provide content.

The role requires some flexible working hours and attendance at a number of the Company's formal events.

Applications:

A covering letter outlining your suitability for the role and a copy of your curriculum vitae should be sent via email to clerk@wcit.org.uk.

Closing date for applications is Thursday 18 April 2019.