



THE HONOURABLE COMPANY OF MASTER MARINERS
H.Q.S. "WELLINGTON", TEMPLE STAIRS, VICTORIA EMBANKMENT
LONDON WC2R 2PN

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Scott Hanlon BA (Hons) Esq.
CLERK

Job Title

Personal Assistant to the Clerk to the Honourable Company of Master Mariners

Main area of responsibility

Assist the Clerk with relevant administration of the Honourable Company of Master Mariners.

Line Manager

The Clerk of the Honourable Company of Master Mariners.

Duties

To perform such duties as are imposed upon by the Clerk. These include, but may not be limited to:

- organising the Clerk's diary
- assist the Clerk in the preparation of minutes and papers for Company committees as required
- deputising in various Company Committees
- support the Clerk in administering membership
- assisting with the preparation of Company literature and publications
- liaising between Clerk and Company's Journal editor
- maintain and administer the Company's databases as required
- assist the Clerk with the administration of the Chartered Master Mariner Scheme
- assisting, developing and maintaining a comprehensive system of files and records for all activities associated with the office
- liaising between the Clerk and Seahorse Hospitality Events Officer
- to act as the Company's Beadle when required
- undertaking any agreed ad hoc projects and attending Company events that may occur outside of standard business hours

Educational Requirements

Education to be A Levels/Advanced GNVQ or higher.

Essential Skills Required

High organisational skills

PA Experience

Adaptable and able to facilitate change

Experienced minute taker

Excellent proof-reading skills

Strong command of the English language

High IT literacy skills, including the use of spreadsheets and mail merging

Sociable and confident in networking

Exceptional attention to detail

Good sense of humour

Desired Skills

Good knowledge of the City of London's Livery organisation

Good knowledge of the Maritime Industry, specifically cadet training

Experience of digitising paper-based processes

Experience with website management – Wordpress

Good penmanship

Terms and conditions

This post holder will operate from the HQS Wellington's main office on a flexi-time contract of 35 hours per week (not inclusive of lunch breaks).

Salary: competitive, depending on job experience.

The tasks mentioned are neither exclusive nor exhaustive and the Clerk's PA may be called upon to carry out other appropriate duties as maybe required by the Clerk within the competence of the post holder.

1st October 2020