



The Leathersellers' Company

Appointment of Clerk

July 2020



Saxton Bampfylde

Welcome from the Master

Dear Candidate,

Thank you for considering this job opportunity. We are seeking a new Clerk to manage one of the oldest livery companies in the City of London. Do not let that description put you off! The Leathersellers' Company is no ordinary livery company and the role of our Clerk is highly unusual in the context of other livery companies. By reading this recruitment pack and listening to the views of Saxton Bampfylde, you will get a flavour of "who we are" and, more importantly, "where we are going".

It is true that we value our heritage and traditions. It is, after all, by dint of history that we are today the fortunate custodians of a substantial estate in the City, as well as a large investment portfolio. It is also true that a significant number of our members, still quaintly called Liverymen regardless of gender, are from families that have served the Company for 4-5 generations.

It may therefore surprise you to hear that one-third of our membership is aged under 40, and over 50% of the young livery are women. We are encouraging greater ethnic diversity, though we still have a long way to go on that front. When I first joined the Livery 43 years ago, we were advised that 'we should be seen and not heard'. Today, we have a vibrant young livery, many of whom sit on our key committees and working groups. The next generation is fully engaged.

Over the last ten years, we have greatly increased our philanthropic grant making to its current level of £3.5m a year. We have undertaken a major property redevelopment and moved into a new Hall. We have recruited high-calibre Heads of Department and other staff. We have improved our corporate governance through refocusing committees. In addition, we have significantly improved the engagement of the Livery membership in committees, school governorship and charity liaison. We remain very involved with the leather industry.

We are currently in an advanced stage of negotiations to undergo a major refurbishment of part of our estate. We have made structured, strategic and transformative changes to our charitable activities in response to the urgent needs of the most vulnerable during these uniquely challenging times. All our schools have responded with extraordinary leadership and professionalism to transform their teaching and learning to a remote platform and, at the same time, to protect and safeguard the most disadvantaged.

The next stage of our journey is to develop into a more far-reaching philanthropic institution. We are addressing the subject of our future direction as a Company. Being a "force for good" requires a good look inside our own organisation. We are not afraid of addressing key issues such as transparency, inclusivity, equality, modern values etc. We are in the process of developing a communications strategy, the scope of which will be wide-ranging to be consistent with being a progressive livery company and a philanthropic organisation that is fit for the 21st century.

The qualities required of our new Clerk are outlined in the attached job description. In addition to managing our operations and resources, the Clerk will need to ensure that we can sustain a vibrant Livery, as well as shape, keep refreshed and deliver the Company's philanthropic vision and mission during the next stage of our exciting journey. This recruitment is a very important and emotional event. It is crucial that we secure the right person whatever their background.

With best wishes,

Christopher Barrow, Master

The Leathersellers' Company



About the Company

The Leathersellers' Company is a philanthropic organisation whose origins lie in the Middle Ages when guilds gradually emerged to support and protect those engaged in particular crafts and trades. The Leathersellers' received its Royal Charter in 1444, though its medieval origins predate this, and it is fifteenth in order of precedence of the 110 City Livery Companies.

Charitable giving, education and the leather trade represent the common thread between its rich history, the present day and the future. As an organisation, our aim is to maximise our charitable giving on a long-term, sustainable basis. Currently, £3.5 million per annum is distributed to over 200 UK charities.

In addition, fellowship and its connections with the City of London have always been at the heart of the Company. Traditionally, Livery Companies exchange hospitality and, in their year in office, the Master of the Leathersellers' receives upward of 100 invitations to dine or lunch with other Companies and organisations, some in London and a significant number in other UK cities. The Leathersellers' offers extensive hospitality and fellowship with its partners in charity, education, leather, the military and to other Livery Companies.

Governing body

The Court of Assistants, the governing body for both the Leathersellers' Company and the Leathersellers' Company Charitable Trust, comprises the Master, three Wardens and 24 members, a third of whom have been Master. A new Master is elected annually. The Court meets eight times a year. It is served by nine Committees, selected from its membership; and, on average, there is a Committee meeting every two weeks. The work of the Committees covers Policy (including governance), Privileges (Livery membership and internal promotion) and the direction of the Company's finances, investments, properties, charitable giving, education, the leather trade and the young livery. Various sub-committees and working groups operate either on a permanent or ad hoc basis, such as the awarding of Exhibitions to University students (annual), the development of a Leather 'hub' in Northampton, and implementing a Communications Strategy (one-off projects).



Supporting the leather trade

The Company maintains strong links with the leather trade, in manufacturing, product and fashion design, and actively supports the education and training of leather technologists.

We provide funding for technical education, research, and the conservation and display of historic leather items, and supplying representatives to sit on the boards of various industry bodies.

Our Charitable Fund provides grants to universities and colleges to support the development of leather working skills and to fund annual awards for students demonstrating excellence and innovation in the use of leather. We currently fund leather-based courses at five UK universities.



FINANCIALS

£194,750

HOMELESS

£241,475

RECREATIONAL &
OUT OF SCHOOL
ACTIVITIES

£161,500

CRIMINAL JUSTICE
& REHABILITATION

£1,505,000

EDUCATION

£3,440,255

Charitable giving to the year ending June 2019

£52,500

SERVICES SUPPORT
& REHABILITATION

£135,530

CREATIVE ARTS

£160,925

MEDICINE & HEALTH

£464,875

ADVICE & SUPPORT

£47,000

HERITAGE &
ENVIRONMENT

£140,225

LEATHER
ASSOCIATED

£336,475

DISABILITY

Photo: City Music Foundation



Supporting charities

The Leathersellers' Company Charitable Trust endeavours to improve our communities, both locally and nationally, by encouraging social mobility through education and training; enriching life experiences through art and culture; preventing violence and social deprivation; and by empowering the disenfranchised through the support of those charities working at the margins of our society. With the needs of these current times, we are providing targeted support to charities working with the homeless, victims of domestic violence and those needing food and essential supplies. We relish supporting excellent organisations which work hard to enrich life experiences and support the disadvantaged.

In most cases we offer unrestricted core cost funding for up to four years although capital cost grants are also available. We also try to maintain relationships with the charities we support, and to do that we have a liaison scheme, matching members of the Livery with as many charities as possible. We currently have 100 livery liaisons.

Supporting education

The Leathersellers' Company has been supporting education at all levels since the 17th century. As well as offering grants for university students and directly funding a number of universities, we are involved with the running of secondary and primary schools in south London.

The Company directly supports schools in South-East London, this location having been the centre of much historic leather manufacture. Over 10% of the livery membership is engaged in school governorship. The Leathersellers' Company is sole shareholder in the independent day co-educational school, Colfe's School, and has strong links with state sector education through the Leathersellers' Federation of Schools, comprising two primary, three secondary and one sixth form, under the 'Prendergast' brand. The total number of pupils at these Lewisham schools is 4,500. A substantial number of bursaries and scholarships for secondary and tertiary students are funded each year.



The role of Clerk

The Clerk is responsible for conducting the Leathersellers' Company's day-to-day affairs in accordance with the policy decided by its governing body, the Court of Assistants. Accountable to the Court, the Clerk is the officer responsible for summoning Court and Committee meetings, initiating agendas, preparing supporting papers, producing minutes of the meetings and taking such follow-up action as may be necessary. The Clerk is responsible for execution of all Court/Committee decisions. The Clerk is not just an overseer, but a 'hands-on' member of a hard-working team. The Clerk has a critical role in assuring and ensuring that the Company, both corporate and charitable, affairs are properly and correctly managed in accordance with what is formally set out in policy documents and standing orders. He/she also fulfils the role of Clerk to the Trustees of the Leathersellers' Company Charitable Trust and is responsible for the administration of Almshouses in Barnet.

In addition to making sound decisions and managing operations and resources, the Clerk's main responsibility will be to help develop and implement high-level strategies. To do this, the Clerk will need to engage with the Court, the respective Master and wider membership in a gradual process of organisational redesign and development. This is needed to ensure the Leathersellers' can sustain a vibrant Livery, in addition to shaping, keeping refreshed and delivering its philanthropic vision and mission during the next ten years and beyond, providing a sustainable legacy for many generations to come.

People management

The Clerk is supported by a staff of 22, which includes a Chief Finance Officer (who also acts as Deputy Clerk), a Head of Property, a Head of Grants, an Senior Executive Assistant to the Clerk, Accounts Assistants, Charities & Education Assistants, a Livery Administrator, a Beadle and Hall/Estates Manager, Hall & Estate staff, Executive & Sous Chefs and a part-time Archivist. The Clerk has full workforce responsibility for the staff, all of whom report directly or indirectly to him/her. The Company also retains the services of lawyers, accountants, surveyors and other experts as required.

Property management

The major part of the income of the Leathersellers' Company in its Corporate, as distinct from its Trustee, capacity is derived from its properties. Although Surveyors are retained to advise and the Head of Property deals with day-to-day matters, the properties are managed under the direction of the Clerk. It is the Clerk's responsibility to ensure that rents are collected, insurances kept up-to-date and instructions given to carry out repairs, rent reviews and maintenance. The Company is currently engaged in negotiations to undergo a substantial refurbishment of part of the St Helen's Estate, and this major project will be part of the Clerk's workload. In addition, the Leathersellers' has advisors to manage its investment portfolios on the basis of guidelines laid down by the Court and monitored by the Investment Sub-Committee. The Clerk is responsible for ensuring that these guidelines are adhered to.

Charitable giving

The Clerk is responsible for ensuring that he/she and the Head of Grants maintain links with the many charities supported by the Company. This involves visits and attendance at functions. He/she is Clerk to and a Trustee of the Leathersellers' Company Charitable Fund, proposing policy and implementing decisions.

Education

The Clerk is expected to be involved in encouraging the involvement of governorship from the Livery, amounting to nine Colfe's governors (including the Chair) and six foundation governors at the Federation (which normally includes the Chair). In addition, the Clerk is expected to accompany the Master and the Court on visitations and to other school events.

Supporting the leather trade

The Clerk acts as the Company's link with UK Leather (trade association), the University of Northampton, the Leather Conservation Centre, the Museum of Leathercraft, the Leather Industry Advisory Committee and other Livery Companies having an association with leather.

Hospitality

The Clerk is invited to most of the functions the Master attends in the City of London and is expected to accompany the Master when so invited. On about 20 occasions the Clerk's partner is included in the invitation. The evening functions may well go on until 23:00 or later.

The Clerk is responsible for initiating and organising all hospitality offered by the Leathersellers', including the selection of menus and wines. The Clerk's partner is also invited to many Leathersellers' functions, visits and events.



The person

An increasingly young and diverse Livery, in particular, requires a modern and welcoming approach to communicating with the members. Critically, the Clerk needs to be adaptable to the needs of each Master and be capable of enabling them to fulfil their year in office as best as possible. The Clerk needs to manage the Court and Committees effectively and efficiently and lead the staff team. Externally, the Clerk should be capable of interacting at the most senior level with the top echelons of society and organisations, such as royalty, the City of London Corporation, the Lord Mayor and Mansion House team, other livery companies (Masters and Clerks), educational institutions, charities and philanthropists, the military, industrialists, and guest speakers.

The Clerk requires a good degree of practical business skills, including sound people and process management, as well as an ability to engage strategically with the Court, in developing policy, and with key external organisations. Business skills include leadership skills, organisation and team-building skills, interpersonal skills, communication skills, decision-making skills and preferably some knowledge or experience of financial management, project management, and workforce management.

The Clerk is expected to have the qualities of leadership, adeptness in working with people, tact and stamina to carry out these duties listed above and to sustain the long-standing traditions inherent in this prestigious Livery Company. Of prime importance in these attributes is the dexterity to develop and maintain strong relationships crucially with livery members at all levels, and also with the Company's many external stakeholders.

The essential experience and skills required can be summarised as:

- Evidence of success in a leadership role within a complex organisation with a diverse stakeholder community.
- Strong financial and commercial acumen, with a good grasp of management of property and investments.
- 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 includes:

- Experience and knowledge of grant giving and impact assessment.

Personal attributes

The personality to operate effectively in the Company's unique environment is as important as relevant experience. This will include the following:

- Ability to be a strategic leader, 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.
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Terms of appointment

- The role will be based at the Leathersellers' Company, St Helen's Place, 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; an apartment at St Helen's Place is available to the Clerk for overnight accommodation in London.
- The appointment will be subject to references.





How to apply

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

Candidates should apply for this role through our website at www.saxbam.com/appointments using code FACASD.

Click on the 'apply' button and follow the instructions to upload a CV and covering letter, outlining why you would like to join The Leathersellers' Company as Clerk.

The closing date for applications is by **noon on Wednesday 12th August 2020.**

Initial interviews with Saxton Bampfylde will take place in the **weeks of 24th August, 31st August and 7th September 2020.**

Interviews with The Leathersellers' will take place in mid to late September.

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.*