

Worshipful Company of Fletchers

Clerk Job Description June 2026

INTRODUCTION

The Worshipful Company of Fletchers is one of the ancient Livery Companies of the City of London. The Fletchers petitioned the Lord Mayor for a separate trade of arrow making in March 1371 and it is therefore over 655 years since its founding as an independent entity. Despite being an ancient Company it obtained its first grant of a Royal Charter of Incorporation in 2021 with objects to:

- (i) Encourage and foster the craft of fletching and the making of arrows;
- (ii) Develop and support the use of arrows for competitive and social archery;
- (iii) Support the development and production of equipment and the delivery of services that facilitate the achievement of the objects;
- (iv) Develop associations with technologies and industries having characteristics of fletching or of controlling and directing the movement of an object;
- (v) Exercise the role of a livery company within the traditions of the City of London and to encourage Members to participate in the governance of the City of London and to support the Lord Mayor, the Aldermen and the Commonalty.

The Charter and its associated Bylaws and Ordinances will guide the development of the Company into the future.

The Company, whilst steeped in tradition and history, has embraced change and sought to broaden its focus in the past few years, improving communication, including a new website, seeking to improve use of technology, and think about encouraging members to actively participate in the activities of the Company. The Company has a desire to increase its membership and has an active initiative, launched in our 650th anniversary year, to achieve this aim.

There is a wealth of information about the Company on our website

ROLE DESCRIPTION

Accountable to the Master, Wardens and Court of Assistants, the Clerk is effectively the Company's chief operating officer, responsible for the management and administration of the Company. The Clerk also works with the Trustees of the Fletchers Trust to ensure the operation of the Trust. It is a very "hands-on" job, with the Clerk personally delivering many of the tasks involved in running the Company.

The Clerk is the "owner" of the Company's IT systems and maintains all records – member, HMRC, Charity Commission - as well as providing governance advice. The Master and the Clerk are the face of the Company, managing events, performing ceremonial duties and communicating with members.

The role is designed to be home based with significant attendance in the City for meetings, events, as well as City functions. Working from Fletchers and Farmers Hall or other City locations may be possible on an ad-hoc basis, but the principal place of work will be the home.

The Clerk reports to the Chairman of the Membership Committee.

Duties and responsibilities:

- Managing the activities of the Company on a day-to-day basis in line with the Charter, Bylaws, Ordinances and Company Guidelines
- Keeping abreast of all business and operational activities of the Company and actively supporting decision-making, and the resulting implementation of outcomes and actions
- Developing and implementing the Company programme of events in conjunction with the Master and Upper Warden in liaison with the Communications and Events Committee, including the Master's holiday
- Providing advice to the Master, Wardens, members of the Court and Committee Chairmen
- Promoting and managing applications for membership of the Company in conjunction with the Membership Committee, and actively engaging with the Membership
- Attending and supporting external functions with the Master, Wardens Past Masters and members of the Court
- Provision of Secretariat to the Court, all main Company Committees and the Fletchers Charitable Trust and ensuring that governance is followed, and full minutes and records are maintained, and that all ensuing matters are actioned
- Working with the Trustees on the management of the Fletchers Trust
- Input into the preparation of annual budgets financial statements and draft accounts working with the accountants, Treasurer and Finance Committee
- Authorising expenditure in accordance with the Company and Trust budgets and procedures
- Communication with the membership
- Compliance with all legal and regulatory requirements of the Company and Trust
- Maintenance of all Company files and documents both electronically and paper and working with the Hon Archivist as custodian of the Company's history and traditions to ensure archiving all records as necessary
- Arranging for the attendance of and managing the Beadle and/or others at appropriate events

External facing activities:

- Supporting the work of the Fletchers Charitable Trust
- Actively engaging with the City of London Corporation (Guildhall and Mansion House) and its officers
- Actively engaging with City Livery Companies and Guilds and maintaining relationships, fellowships and reputation within them
- Actively engaging with the Company's educational and military affiliations in conjunction with the designated liaison officers

Administration:

- Responsible for the IT systems, database, bookings and payments, and ensuring new requirements are met as needed using systems such as LMS, Xero, Box, Office 365, Zoom as well as new/replacement systems over time
- Care of the Company's treasures and regalia
- Dealing with insurance brokers (ensuring all necessary insurances are in place), bankers, investment managers, auditors and other advisers.
- Overseeing the maintenance of the membership records and the receipt of membership subscriptions
- Overseeing the maintenance of the financial records, accounting systems and controls, preparation of quarterly forecasts, annual accounts, management of cashflow and control of income and expenditure
- Creating material publicising and promoting any aspect of the Company's activities, including posting articles and communications to the website
- Promote the sale of the Guild's merchandise, manage stocks and develop new lines in conjunction with the Communications and Events Committee
- Responsible for the security and maintenance of the Company cupboards, stock and equipment
- Work with the Company's relevant Committees and the Farmers Company in ensuring the smooth running of Farmer and Fletchers Hall

Events:

- Working with the Upper Warden to develop the programme for the following year
- Planning and book each event taking into account costings, recces, organisation, bookings, venue liaison, caterers, transport, professional support (photographer, musicians, etc)
- Liaising with Members, speakers and guests as appropriate
- Briefing the Master, Beadle and photographer on each upcoming event
- Liaison with the Master and other participants as guests at other Livery and Civic events
- Promoting events through the printed programme and website as well as throughout the year via e.g. newsletters
- Attending and managing core events, ensuring that the members and guests have a good time, and similarly attending and/or managing other events as appropriate

Communications (Working with the Communications and Events Committee):

- Writing and issuing regular updates and event fliers to members
- Working with the Honorary Editor to distribute the Company Newsletter (La Fleche)
- Commissioning & chasing event reports
- Updating the Company's social media
- Networking with Livery and Guild Clerks

Governance (Working with the Strategy Committee)

- Advising on Ordinances, Guidelines, Terms of Reference, policies & practices, and ensuring all are kept up to date
- Authorising payments and signing authority, with approvals as per delegations' policy
- Bringing Governance documents forward for regular review, with recommendations
- Maintaining accurate documentation and record keeping
- Preparing and submitting reports and papers as required
- Assistance with induction for Masters, Wardens, new Court members and Trustees
- Ensuring all terms of office are clear and vacancies are considered in good time in conjunction with the Membership Committee, and that committee memberships are reviewed as appropriate
- Ensuring Court progression is brought to the Membership Committee in good time for Court approval
- Organising the Company's Common Halls

Note: The above represents the broad scope of the role and is not intended to be exhaustive as there will be other tasks which require the Clerk's attention from time to time

PERSONAL SPECIFICATION

Essential Skills/Attributes:

- Strong interpersonal skills, and the ability to deal with people at all levels and with all skill levels. Naturally inclusive, friendly and receptive. Diplomatic, calm and not easily offended. Remains cheerful and smiling with a good sense of humour
- The ability to influence and persuade others and be comfortable operating within a membership organisation with an annual change of leadership (Master)
- Be self-motivated, self-driven and operate within a Committee style structure.
- Excellent administration and organisational abilities, eye for detail including experience in supporting committees
- Ability to anticipate & plan and identify activities and procedures that could change at very short notice
- Flexible mind set, able to react to short notice change in priorities, and changes to directives.
- Financially & IT literate
- Good communication skills; both written and oral
- Proven senior level management skills
- Confident public persona; acts decisively and with authority.
- Comfortable with ceremonial duties
- Comfortable with working alone and with various committee structures and taking on any work that needs to be done, regardless of its level
- Fosters fellowship amongst the members of the Company

Desirable:

- Expert knowledge of the workings of the City of London Corporation and Livery/Guild world

- Experience in event management, days out, formal dinners and banquets
- Knowledge of corporate and Livery Company governance
- Experience of marketing and communications
- Understanding of Charity Law

THE WORSHIPFUL COMPANY OF FLETCHERS AND EQUAL OPPORTUNITIES

The Company is an equal opportunities employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements unrelated to an individual's ability to perform essential job functions. It is also the Company's policy to conform to all employment standards required by law.