



Worshipful Company of Fletchers

Position of Clerk

Introduction

The Worshipful Company of Fletchers is one of the ancient Livery Companies of the City of London having petitioned for a separate trade of arrow making in March 1371. It is therefore over 655 years since its founding as an independent entity. Despite being an ancient Company it received its first grant of a Royal Charter of Incorporation in 2022, 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 active initiatives to achieve this aim.

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

www.fletchers.org

The Role

The role of Clerk is a permanent part time position, initially set at 4 days per week. Time commitment will be assessed during the second year of employment and changes may be agreed with the incumbent.

Salary will be initially £45,000 p.a. plus statutory benefits for a 4-day week subject to review annually on the 1st March each year.

The role is home based (subject to agreement), although the incumbent may need to work at various location if travelling on the business of the Company. A role profile is included on this website by following this link [weblink].

Further terms and conditions will be discussed with the successful applicant.

How to apply

Applications should be sent electronically to:

A.E.Curry@soton.ac.uk

By no later than Friday 19th June 2026.

Please enclose with your application:

- A full CV, including educational and professional qualifications, a full employment history showing positions held, responsibilities, relevant achievements, budgets and staff managed, and latest remuneration including any benefits
- A covering note of not more than two pages summarising your proven ability related to the job profile, and your interest in the role of Clerk
- Contact details of two professional referees, including how they know you (note: these will not be contacted without your prior agreement)
- email contact address together with daytime, evening and/or mobile telephone numbers (will be used with discretion)

Timetable:

Closing date for applications: Friday 19h June 2026

Interviews: Weeks commencing 6th and 13th July 2026