



PROVINCIAL GRAND LODGE OF HAMPSHIRE AND ISLE OF WIGHT

JOB OPPORTUNITIES – UGLE at FREEMASON’S HALL

Brethren,

The following provides information concerning 2 job opportunities with United Grand Lodge of England at Freemason’s Hall, London.

Assistant Grand Chancellor – closing date 30th October 2017

Administrator (1 year fixed term position) – closing date 3rd November 2017

Please be aware that the Provincial Office does not have any further information concerning these opportunities.



Assistant Grand Chancellor

United Grand Lodge of England seeks to appoint an Assistant Grand Chancellor to work for the Grand Chancellor.

Grand Lodge recognises nearly 200 Grand Lodges around the world. This role will work to the Grand Chancellor and manage relations with foreign Grand Lodges on behalf of the Board of General Purposes on a day to day basis. The role will suit someone with a keen interest in international relations.

Initially the appointee will work with the Deputy Grand Chancellor until he retires in April 2018.

They will be accountable and responsible to the Chief Executive.

Duties include:

- Monitoring the recognition of overseas Sovereign Grand Lodges.
- Preparing reports and policy papers for the External Relations Committee, the Board of General Purposes and the Grand Chancellor.
- Organising meetings and taking minutes of the External Relations Committee.
- Researching and drafting speeches for the Grand Chancellor and Rulers.
- Preparing and contributing to briefs for the Grand Chancellor, Rulers and other interested parties.
- Building a network of overseas contacts and welcoming senior members of foreign Grand Lodges when they visit London.
- General day to day management of the office.
- Attending meetings overseas as required.
- Monitoring visits by overseas Grand Lodges to Quarterly Communications.
- Coordinating pre Quarterly Communication Dinner arrangements.
- Advising on Quarterly Communication lunch table plans.

Essential skills:

- Candidates should be graduates with a good command of English.
- Excellent communication skills and an ability to work with people at all levels.

- Team player working as part of a small dedicated team.
- Knowledge and practical experience of Freemasonry essential.
- Excellent IT Skills.

Desirable Skills:

- Knowledge of at least one foreign language,
- An understanding of Masonry overseas

Salary:

Competitive salary and terms package applies.

Application details:

To apply please send your CV and covering letter to:

Elizabeth Gay
Head of HR
United Grand Lodge of England
Freemasons' Hall
60 Great Queen Street
London
WC2B 5AZ

Or via email to egay@ugle.org.uk

CV's received without a covering letter will not be considered.

Closing date for applications is 30th October 201



UNITED GRAND LODGE OF ENGLAND

Administrator (1 year FTC)

United Grand Lodge of England seeks an Administrator for the Registration department for a 1 year fixed term position.

The duties and responsibilities will be many and varied, but will be to process Registration Forms and issue Membership Certificates as well as assisting in maintaining the database.

Duties include:

- Process Registration Forms, Annual Returns, Applications for Grand Lodge/Chapter Certificates, Dispensations.
- Check quality and accuracy of Membership Certificates and send out using mail merge.
- Keep a record of all Membership Certificates returned for amendment or alteration and endorse as necessary in accordance with Office procedures.
- File all forms accurately.
- Assist with post-opening duties
- Answer telephone enquiries promptly and courteously.
- Carry out any *ad hoc* duties as may be requested by his/her Line Manager which are considered to be within his/her skill and competence and within the context of the job title.

Must have skills:

- Excellent communication skills
- Meticulous attention to detail
- Knowledge of Microsoft applications such as Windows, Word, Excel and Outlook and be otherwise IT literate to adapt to bespoke systems and databases (training provided).

Salary:

Competitive salary and terms package applies.

Hours:

The successful applicant will work five days per week 9am – 5pm in an open plan office.

Application details:

To apply please send your CV and covering letter to:

Elizabeth Gay
Head of HR
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Or via email to egay@ugle.org.uk

CV's received without a covering letter will not be considered.

Closing date for applications is Friday 3rd November 2017.