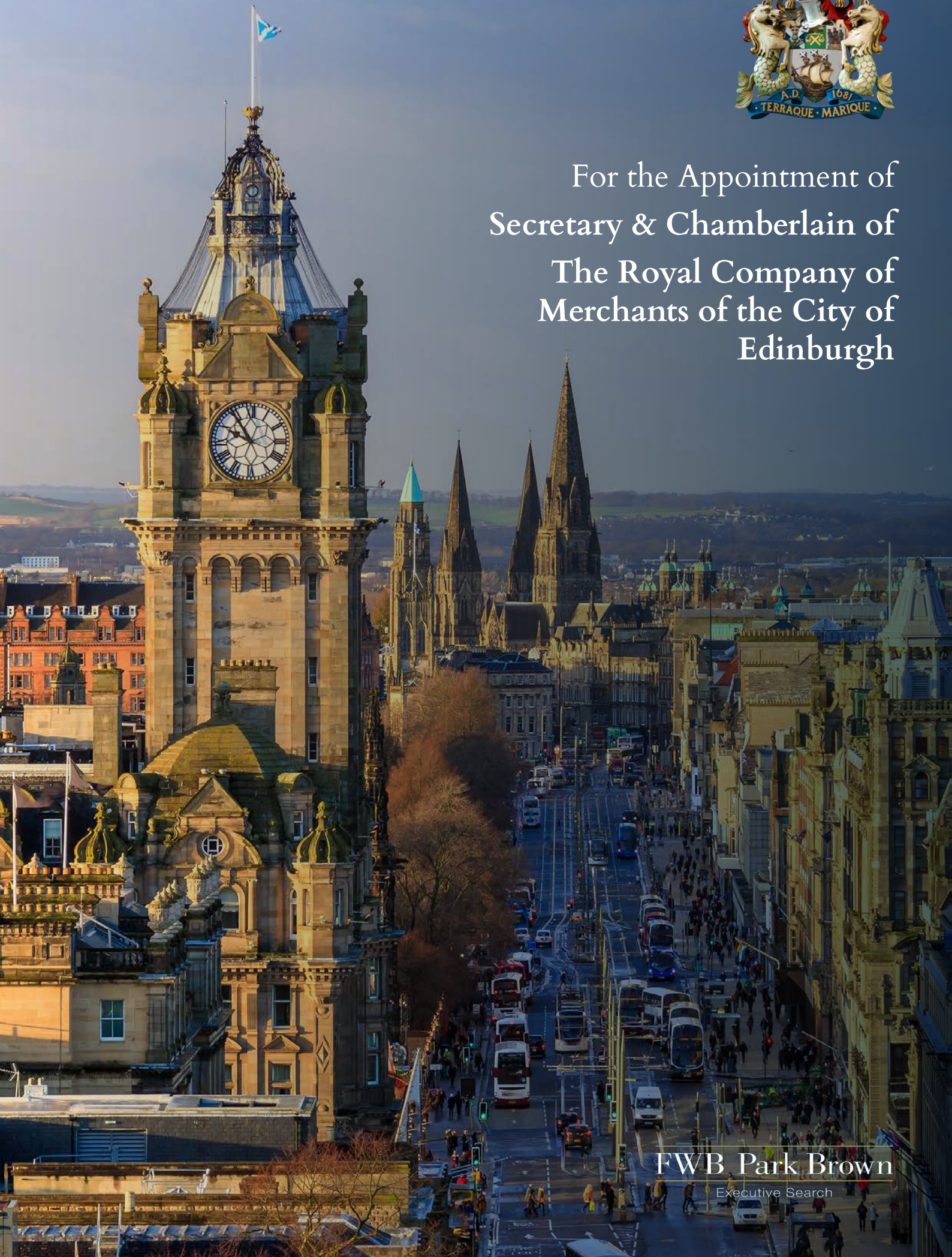




For the Appointment of
Secretary & Chamberlain of
The Royal Company of
Merchants of the City of
Edinburgh



FWB Park Brown
Executive Search



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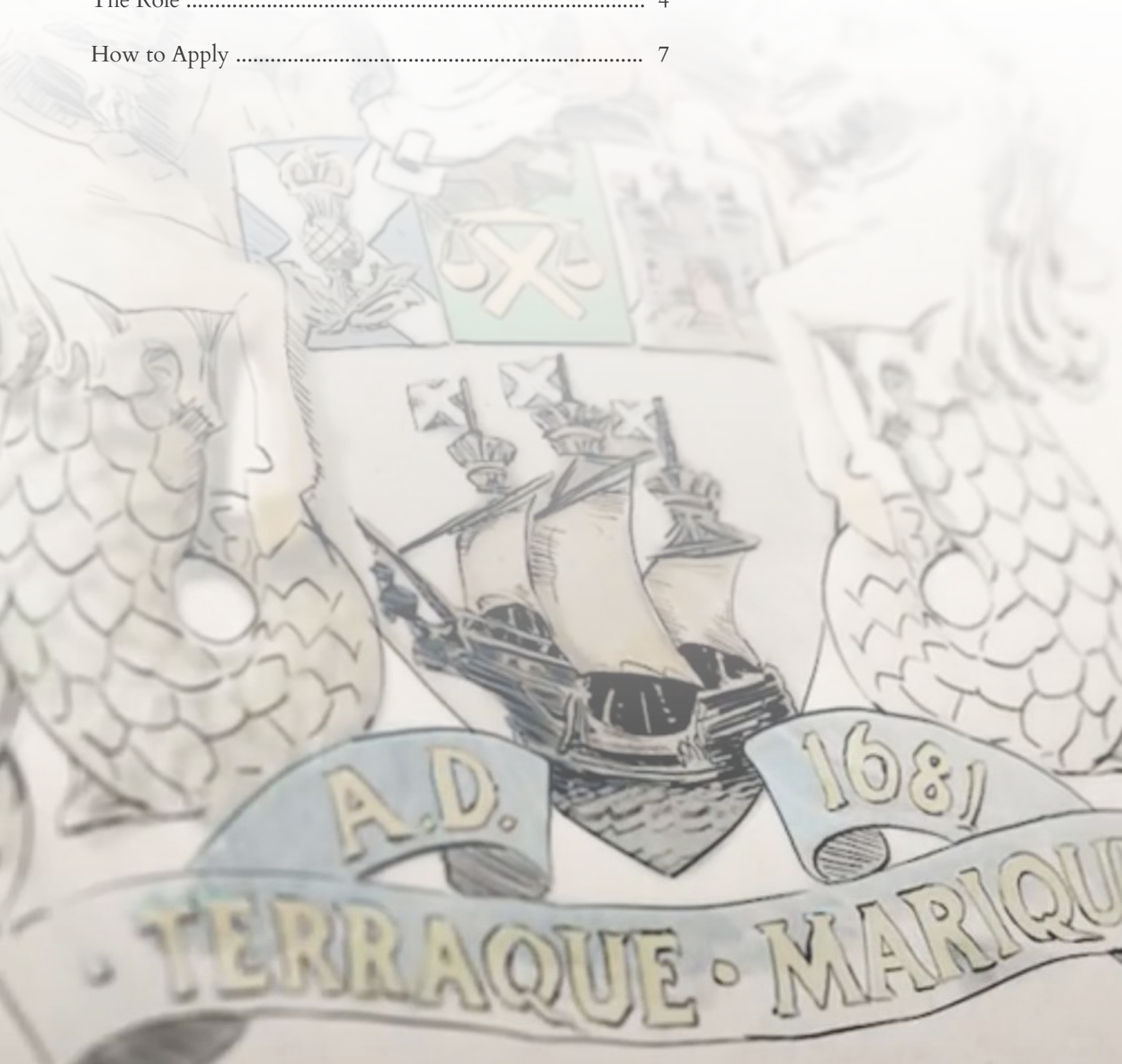
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Introduction from Alan Robertson, The Master

The Royal Company of Merchants of the City of Edinburgh (the Merchant Company) is a charitable organisation for business and professional people which has been enriching the life of Scotland's capital for more than 340 years. The original purpose of the Company was to protect trading rights in the city and, over the centuries, it has evolved into a membership organisation with a wide range of activities.

The Company and its institutions as a group form one of Scotland's largest charitable organisations, and delivers charitable benefits through education, enterprise, and in helping the elderly, young and frail. It is also an active membership organisation, which provides social and personal development opportunities through a variety of initiatives and events. The Company plays a central role in the civic life of Edinburgh and is Scotland's pre-eminent livery company.

Over the last 12-18 months a new strategic plan for the Company has been developed and it is now in the early stages of its implementation. The plan provides a clear road map for achieving our objectives, and is arranged around three main strategic pillars: Charity; Members; and Company. Briefly, the plan is to increase the quantity and quality of the charitable contribution we make, to enhance the membership experience for our members, and to secure the ongoing relevance and viability of the Company as an active, 21st century organisation. Our actions in each of these areas are underpinned by our ongoing commitment to equality, diversity and inclusion.

This is an exciting period for the Company, and a most opportune moment to strengthen our team through the appointment of a new Secretary and Chamberlain. The person we appoint will play a crucial role in the implementation of our plans and in helping us meet the challenges which lie ahead. The role has a very broad remit across several disciplines and functions and is of critical importance to the delivery of our ambitions. I believe that this is a complex, exciting and rewarding leadership position within a dynamic and ambitious organisation.

Thank you for your interest.

Alan Robertson

Master

The Royal Company of Merchants of the City of Edinburgh





History of the Company and the Role

Originating in the 13th century, the merchants of Edinburgh grouped together to protect their trading interests by forming a Guild of Merchants. This Guild was granted a Royal Charter in 1681 and, through the centuries, it has evolved into an organisation of business people who uphold the Company's traditions while furthering its work in charitable endeavours, including schools. At the Company's first meeting in December 1681, a Master, a Treasurer, and 12 Assistants were elected from the members to govern as a Court. At the same time a Clerk was appointed to administer the Company's affairs. The position of Clerk was renamed Secretary in the early 20th century and more recently combined with that of Chamberlain, reflecting the responsibility for financial management.

Click below to watch a short film on the Company
(Film produced in 2018, titles and positions mentioned may have since changed)





The Royal Company of Merchants Today

The Merchant Company today is a charitable and membership organisation with approximately 500 members from a diverse range of backgrounds and businesses in the Edinburgh city region. The membership offer of the Company can mean different things to different people but can generally be categorised in five ways:

- An opportunity to give something back – through taking part in the Company’s charity work
- A professional development and business networking opportunity
- A personal development opportunity – through committee work, school governor roles etc.
- An historic body – our members are part of an organisation which has been an important and traditional part of the Edinburgh community for hundreds of years, and which still plays an important role in many civic ceremonies.
- A great opportunity to have fun and make friends.

The Company itself owns little other than the Merchants’ Hall and some investments. However, the Company is responsible for much. While the Secretary’s role is primarily to administer the affairs of the Company and the Master’s Court, it also includes acting as Secretary for various Merchant Company institutions that come within the Company’s control.

These include:

- The Merchant Company Education Board, which is a registered charity operating The Mary Erskine School, George Watson’s College and Stewarts Melville College.
- The Merchant Company Endowments Trust, which is a registered charity with significant investments, the income from which supports elderly and frail people.
- Several small charitable trusts, referred to as The Sundry Trusts, holding investments from which income is disbursed for purposes mainly associated with the young and the elderly.
- The Enterprise Fund, which exists to provide mentoring and financial support to start up and early-stage businesses.
- The Merchant Company Retirement Benefit Scheme, a defined benefit scheme which is closed to new entrants but which still has active and deferred members.
- The Widows Fund which, although closed to new entrants, exists to provide pensions for widows of members of the Company.
- The Merchants’ Hall Ltd, a registered company which lets out accommodation at the Merchants’ Hall for functions, conferences and other events.

The work and activities of the Company are delivered by the joint efforts of its staff and a number of committees or other bodies comprising members of the Company. The activities are often inter-related among the institutions and fall into several areas of involvement for the Secretary, assisted by his/her Personal Assistant to whom, along with the Accountant and Company Officer, many of the duties are delegated.



The Role

Title

Secretary & Chamberlain (effectively the Chief Executive and Chief Operating Officer)

The Role

The Secretary & Chamberlain reports to the Court. The role is wide-ranging and includes the following main elements:

- a. Efficient and cost-effective management and oversight of all the activities of the Company and its institutions, including:
 - Finance, accounting and company secretarial matters
 - Management of properties and investments
 - Administration of the charities
 - Administration of membership and members' events
 - Administration of ceremonial occasions
 - Effective communications, both within and outwith the Company
- b. Leading a small team to ensure a fulfilling employment experience for staff, smooth operations of the Company, and the highest standards of service to members.
- c. Working in close liaison with the Master, the Court, and various committees and members to help fulfil their requirements.
- d. Advising the Master and Court on strategy, policies and implementing what they decide.
- e. Participating fully in the Company's social activities.

Requirements

A suitable candidate will be able to demonstrate capability and experience in most or all of the following:

- a. A successful record of managing a diverse organisation.
- b. Excellent record of team leadership with exceptional inter-personal skills.
- c. Strong administrative and organisational skills.
- d. Strong financial, accounting and company secretarial skills.
- e. Experience in the preparation and implementation of strategic plans.
- f. Experience and interest in charitable works and the charities sector.
- g. An interest in historic, ceremonial and civic matters.
- h. Experience of working in a committee environment.
- i. Excellent communication skills, orally, in writing and digitally.
- j. A person of presence, able to represent the Company effectively to a wide range of audiences.



Main Responsibilities

- a. Operations – ensuring smooth and efficient operations of the Company and its institutions, both in terms of day to day management and longer term strategic planning
- b. Meetings - Attendance at the quarterly Stated General Meetings of the Company and all meetings of the Court, its Charities and Institutions:
 - Arrange meetings along with agenda and papers.
 - Prepare draft Minutes of every meeting.
- c. Finance – Day-to-day control of the Company’s financial affairs and the regular reporting thereon to the Court. Supervision of the Accounts department including:
 - The drafting of an Annual Budget to be approved by the Court.
 - Monthly management accounts.
 - Management of invoices and receivables.
 - Management of cash flow.
 - Preparation for annual audit and liaison with auditors.
 - Oversight of special projects
- d. Staff - Leadership, management, recruitment, and training of staff.
- e. Communications – Ensuring effective and regular communications: (a) Internally, with all members and stakeholders within the Merchant Company group; (b) Externally with appropriate individuals, organisation and the media.
- f. Committee meetings – Attendance at meetings of committees/steering groups and supporting them in achieving their objectives and plans. Currently, the committees are:
 - The Executive Group (Master, Treasurer, Secretary, and Secretary’s PA).
 - Communications & Marketing Committee
 - Membership Committee
 - Charities Committee
 - Property Committee
 - Investment Committee
 - Education Liaison Committee
 - Enterprise Committee
 - Archives & Treasures Committee
 - Joint Committee
 - Audit & Risk Committee
- g. Property Management & Leases – liaising with the Property Committee and professional advisors on 20/22 Hanover Street and several other investment properties including an office building, retail shops and residential flats for the frail and elderly.



- h. Investments – liaising with investment managers and actuaries, arranging reports as required.
- i. Maintenance of the facilities of the Merchants' Hall, ensuring that they are in excellent order.
- j. Health & Safety – Ensuring that all events and activities are compliant with legislation.
- k. Maintenance of a risk register and disaster recovery plan.
- l. IT & IS – arranging and overseeing the management and optimum use of the Company's IT resources, including the website and social media.
- m. Archives & Treasures – ensuring safe keeping of the Company's valuable possessions.
- n. Attending functions – including formal dinners in the Hall and representing the Company at Livery Dinners in London and elsewhere.
- o. Livery Companies – maintaining good relations and exchanging best practice ideas with livery companies and similar bodies across the UK.
- p. Ceremonial Events – representing the Company at civic and ceremonial events in Edinburgh and elsewhere.

Employment Conditions

The Secretary's position is established in the Merchant Company Confirmation Order Act 1996, which stipulates that the Secretary will be elected annually, at the Company's Annual General Meeting, by the members. The Act further stipulates that the Secretary will also be the Secretary to certain of the Institutions.

It is envisaged the role will be full-time and based in the Company offices at 22 Hanover Street, Edinburgh. Consideration may be given to a part time role, equivalent to 4 days per week.

Detailed employment terms and conditions are contained in an employment contract, a draft of which is available on request.

Remuneration

A competitive remuneration package is available.





How to Apply

For further information or a confidential discussion, please contact Ailsa Sutherland on:

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Or alternatively, you can contact our Edinburgh office by phone on +44 131 539 7087.





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