

### **Vacancy for an Assistant Grand Secretary**

An opportunity has arisen to recruit a talented and energetic individual to join the senior management team at Mark Masons' Hall as an Assistant Grand Secretary.

The successful candidate will have a proven track record in management; possess strong interpersonal skills, be an effective communicator (written and orally) and an accomplished administrator. A good working knowledge of MS Office applications is essential.

Membership of the Orders administered from Mark Masons' Hall would be a distinct advantage.

Primary responsibilities include:

- assisting the Grand Secretary in the daily running of the Grand Lodge of Mark Master Masons, having specific responsibility for the administration of several of the Orders administered from Mark Masons' Hall
- dealing with a wide range of issues relating to the Constitutions, Ritual and Ceremonial of designated Orders
- assisting the Grand Secretary with the preparation for meetings of various Boards and Committees and acting as Minute Secretary, as appropriate
- representing GLMMM at national and international events. This aspect of the role will involve significant UK and Overseas travel as well as evening and weekend working

This is not a conventional '9 to 5' role as the successful candidate will be required to work outside normal office hours to fulfil the duties associated with the post.

A competitive salary is available to the successful Candidate (based on experience) together with a comprehensive benefits package to include stakeholder pension and private medical insurance.

Suitably qualified Candidates should submit separate personal and masonic CVs together with a covering letter explaining what qualities they could bring to the role to [dgsrecruit@mmh.org.uk](mailto:dgsrecruit@mmh.org.uk) or by post to The Grand Secretary, Mark Masons' Hall, 86 St. James's Street, London SW1A 1PL marked 'private & confidential'.

**The deadline for receipt of applications is Wednesday, 23 May 2018.**

Further information about the role can be obtained from the Grand Secretary, R.W. Bro. Ryan Williams, P.G.J.W. on 0207 747 1168 or via email at [r.williams@mmh.org.uk](mailto:r.williams@mmh.org.uk)