

**THE CLOTHWORKERS'
COMPANY**

Appointment of Clerk
February 2026

Saxton Bampfylde

A Welcome from The Master

Dear Candidate

Thank you for considering this opportunity to become Clerk to The Clothworkers' Company. Our current Clerk, Jocelyn Stuart-Grumbar, is retiring after 11 successful years in the role during which time he oversaw the Company's significant growth in philanthropic purpose and financial assets both of which are essential for any perpetual organisation.

The role of Clerk is diverse and multi-layered with purpose and Membership at its core. The Court (made up entirely of Members) sets the strategic framework, via its five strategic Pillars, for the Clerk and Staff to implement and deliver. The strong leadership of the staff is essential to ensure their success and happiness alongside the care of the Membership.

This is an exciting next phase for the Clothworkers' with our Foundation celebrating its 50th anniversary in 2027, The Company its 500th anniversary in 2028 and a new Hall to deliver in 2029. Alongside these momentous events, it is daily business as usual with a very full schedule of social events (majority evening), which the Clerk attends with The Master. Additionally, there is some travel out of London, for instance to The University of Leeds with whom we have a long and deep association. All of which requires a huge amount of energy and interest in people from all walks of life.

I would venture that exceptional leadership, business acumen, intelligence (including emotional), clarity of thinking and diplomacy combined with charm, humour and fun are the basic skills and qualities required for our Clerk! I encourage you to apply for this role if this is you and you relish such a challenge.

With best wishes

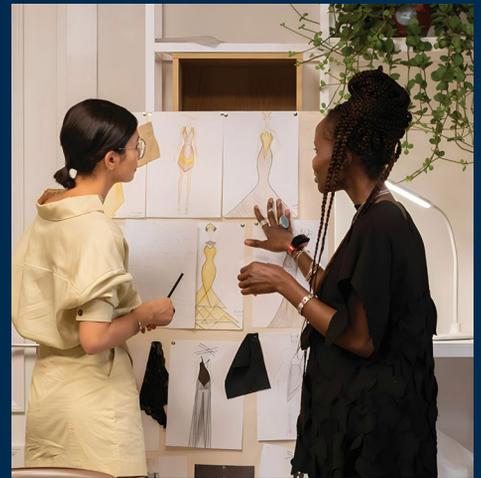


The Hon Mary Ann Slim

Master

The Clothworkers' Company





History and Heritage

The Clothworkers' Company is one of the Great Twelve Livery Companies of the City of London. It was formed in 1528 by Royal Charter from King Henry VIII, uniting two medieval guilds – the Fullers' (cloth finishers) and the Shearmen (cloth cutters). This merger reflected the growing sophistication and economic significance of England's woollen cloth trade, then the country's leading manufacturing and export industry.

From the 16th to 18th centuries, The Company regulated standards, supported apprentices, and promoted excellence in cloth finishing and trade practice. As the Industrial Revolution transformed UK Textiles, The Company's role evolved from regulation to stewardship, fostering skills, education, innovation, and charitable endeavour linked to textiles and allied crafts. In the 20th and 21st centuries, The Company has increasingly focused on conservation, skills, and a collaborative, enabling role for the UK Textiles sector, whilst building an engaged Membership who give their time and talent to ensure The Company continues building on this legacy for the future.

Key Clothworkers – Royal Members and Other Connections

The Company's association with the Royal Family has been central since its inception, during the reign of Henry VIII, with notable figures including King James I, Prince Albert, King Edward VII, and, today, two living generations of the Kent family. The UK Textiles sector, and the Company's work in its support, have long enjoyed Royal interest, reflecting the historic importance of textiles to national prosperity and vibrant communities.

Beyond royal links, historical figures such as Samuel Pepys, Angela Burdett-Coutts, George Peabody, Sir Edward Guinness (1st Lord Iveagh), Lord Kelvin, Robert Menzies and Field Marshall Viscount William Slim, have been Members. Their contributions span commerce, science, philanthropy, and public service. Today, The Company continues to attract increasingly diverse talent and experience.

The Company is proud to support units of His Majesty's Forces including the Scots Guards, HMS Dauntless, the First Aid Nursing Yeomanry and the Army Cadets, amongst others.





Purpose and Mission Today

In the modern era, The Clothworkers' Company has transformed from a trade-focused guild into a forward-looking charitable organisation with a clear social mission. Its purpose today is to inspire and empower individuals and communities through action, partnership and financial support. The Company seeks to make a positive and sustainable impact by using its resources, networks and influence to address contemporary challenges, while remaining aligned with its historic association with textiles and craftsmanship.

Membership and Community

Membership of The Clothworkers' Company lies at the heart of its life and activity. The Company brings together individuals from a wide range of professional backgrounds who share a commitment to service, fellowship and the values of the livery movement. Through engagement, events and participation in civic life, members contribute time, expertise and leadership to support The Company's philanthropic and charitable objectives. The Company places strong emphasis on fostering a sense of community, encouraging collaboration across generations and promoting active involvement both within the City of London and beyond.

Championing Textiles and Education

The Company's purpose remains rooted in advancing UK Textiles and the wider material and craft disciplines. A central priority is supporting UK Textiles as a strategic, creative, and sustainable sector, capable of providing world solutions (including in the spheres of medical and technical textiles).

The Company has a long-standing relationship with The University of Leeds, a global centre of excellence for textile education and research. The Clothworkers' were closely involved in its founding – as the Yorkshire College of Science – in the late 19th century. Nearly 150 years on, in 2021, The Company co-funded the establishing of the Leeds Institute of Textiles and Colour (LITAC). Working with industry, LITAC undertakes world-leading research in advanced materials, sustainability, colour science, and textile innovation, helping to secure the international competitiveness and innovative edge of UK Textiles.

The Company is also a founding participant in the Textile Livery Group, which unites a dozen of the City of London's textile-related livery companies to coordinate advocacy, education, and skills initiatives in support of UK Textiles. Collaboration with UK Fashion & Textile Association further strengthens engagement with industry, aligning The Company's historic mission with contemporary manufacturing, supply chains, skills development, the drive for sustainability, and policy priorities.

Heritage, Conservation and Cultural Stewardship

The Company plays a significant role in supporting heritage and conservation. Reflecting its long history and custodial ethos, The Company directs resources to lend vital support to the endangered crafts such as bookbinding, and wider skills, particularly where these intersect with textiles and material culture. This commitment underlines The Company's belief in the value of heritage as a living resource that enriches communities, education and cultural understanding.





Charitable Giving and Social Impact

Charitable giving is central to The Company's activities and impact. Through carefully targeted grants and long-term relationships with partner organisations, The Company seeks to promote opportunity and empower people and communities across the UK. Its philanthropic approach emphasises sustainability, collaboration and measurable impact, focusing on initiatives that align with its mission and values. In doing so, The Company aims to address inequality, support social mobility and contribute to stronger, more resilient communities.

The Clothworkers' Foundation

The Clothworkers' Foundation was established in 1977 as the principal conduit for the Company's charitable grant-making. Endowed by the Company and funded through subsequent donations and its own invested assets, the Foundation has distributed over £170 million to UK charities and social businesses, now awarding more than £10 million annually.

The Foundation's mission is to support charities and social enterprises working with marginalised and disadvantaged people and communities, promoting a more equitable society where all can participate and thrive.

Role within the City of London

As a leading livery company, The Company maintains a strong presence within the civic life of the City of London. It contributes to the traditions, governance and ceremonial life of the City while also engaging with contemporary debates and priorities. Through its Members and leadership, The Company supports the wider livery movement and upholds the enduring relevance of the City's historic institutions in modern society.

Next Steps

50 Fenchurch Street and the New Hall

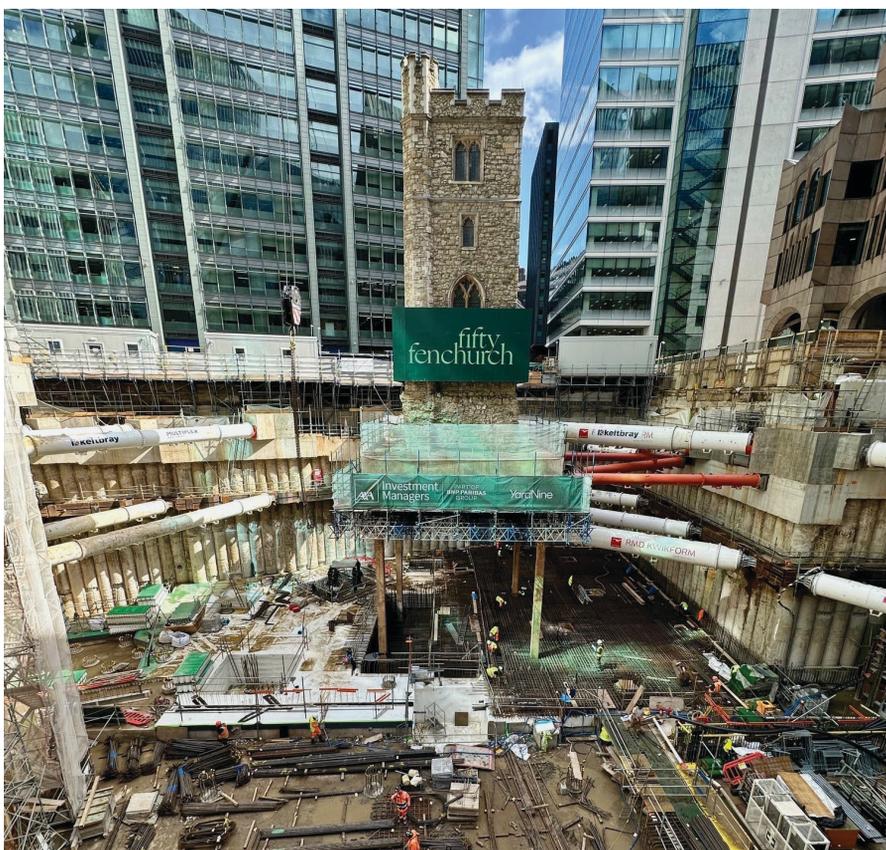
The redevelopment of the Company's freehold site at 50 Fenchurch Street marks a significant milestone. Within the wider scheme, which offers a fivefold increase in public realm, a new Hall will serve as a working home for both Company and Foundation, and as a visible expression of their values and purpose.

The design of the new Hall, which opens in 2029, will make extensive use of sustainable materials to be found in the United Kingdom, and of craft skills that are available and which are, in some cases, potentially at risk.

The Hall will celebrate UK Textiles and the crafts the Company supports, offering an accessible and welcoming space for Members and wider audiences alike. Through displays, events, and partnerships, it will promote social purpose, showcase innovation and craftsmanship, and highlight the continuing relevance of textiles to the UK's economic, medical, cultural, and societal resilience.

The Clothworkers' Company's 500th Anniversary in 2028

In 2028, the Clothworkers' Company will celebrate its 500th anniversary, marking half a millennium since the granting of its Royal Charter in 1528. The milestone will honour the Company's historic contributions, with others, to the City of London, the textiles and craft sectors, and its charitable work, while looking forward to its wider ongoing mission in education, skills, innovation, and social purpose.





THE ROLE

The Clerk to The Clothworkers' Company is the senior executive role leading The Company. Reporting to the Court of The Clothworkers' Company, with a line management relationship to the Chair of the Superintendence Committee and a dotted reporting line to The Master. The Clerk acts as an effective liaison and the main link between The Company, the Court and wider Membership while leading and managing the Staff team, as well as occupying a highly visible ambassadorial role alongside The Master. The role requires a careful balance of tradition with innovation, enabling change while upholding The Company's values. The successful candidate will be a proven leader who can manage complex stakeholder relationships, support robust governance and decision-making, and create a positive, collegiate and collaborative culture across Members and Staff.

Direct reports:

- Director of Finance, Property and Investments
- Foundation Director (*on Staff and line management matters*)
- Director of Operations (*when appointed*)
- Head of Collections and Archives
- Head of Communications and Membership Engagement
- Executive Assistant and Company Grants Officer

Key Responsibilities

Leadership of the organisation

- Deliver the agreed Court strategy by setting out a clear business plan for Staff, including accountabilities, and holding those to account.
- While engaging at high level, provide a management style and framework within which the Senior Management Team and Staff can operate effectively and dynamically together.
- Lead and manage all the Clothworkers' Staff, working in close collaboration with the Court, Committee Chairs and Senior Management Team. Set high professional standards and the tone from the top to foster a single team and collaborative culture amongst the Staff.
- Plan ahead and anticipate potential pinch points from both inside and outside The Company.
- Ensure the successful completion, occupation and operation of The Company's new Hall.

Ambassadorial role

- Alongside The Master, be a positive and collaborative public face of The Clothworkers' in all its activities.
- Maintain excellent relationships with the City Corporation, the Mayoralty, the Great XII and wider Liveries both in and outside London, sharing best practice and a commitment to fostering positive individual and collective impact and reputational standing.
- Manage and deepen relationships, such as with The University of Leeds and LITAC, whilst attending external events and City activities.
- Maintain excellent relationships with The Company's services affiliations and its philanthropic and other partners.



Image Credit: Phil Wilkinson



Court & wider Membership

- Actively support The Master and The Chair of Superintendence in their roles whilst ensuring good governance and robust decision-making processes.
- Support the Court, Pillar Leads and Committee Chairs in delivery of their agreed strategies in conjunction with the Senior Management Team and wider Staff.
- Work with the Appointments Sub-Committee to enable succession planning for progression to the Court and the Mastership, key Committee Chairs and other Company appointments ensuring the most appropriate and able candidates are identified with sufficient notice and that they are fully supported in their preparation for these roles.
- Support and encourage potential Freedom Candidates and existing Members to engage with The Company, giving either time, treasure or talent to The Company and Foundation to the best of their ability.
- Seek ever improving written and verbal communications between Members and Staff.

Team Management

- Lead and manage the Senior Management Team effectively whilst empowering and delegating appropriately to motivate all employees and maintain high morale.
- Resource Staff team appropriately, empower and oversee the Senior Management Team, delegate effectively whilst assisting with problem solving when required.
- Maintain a healthy and effective collaborative spirit between Members and Staff in the delivery of The Company's activities.
- Ensure shared ownership of the dissemination and execution of Company Strategy within the Senior Management Team and wider Staff, in partnership with Committees and with ultimate accountability to the Court.



PERSON SPECIFICATION

Essential Experience

- Demonstrable leadership and effective management experience at CEO or COO level with well-honed delegation skills.
- Proven experience in prioritising conflicting demands, managing projects whilst maintaining high standards of delivery on time and on budget.
- Extensive experience proactively building high level personal relationships with a diverse range of stakeholders through outstanding ambassadorial and networking skills.
- Being a people person, a diplomat and working at board level.
- Understanding of and experience in the delivery of good governance, policy and practice.
- Experience of hospitality and venue management. (*Desirable*)

Attributes

- Understanding of the nuances of a membership organization, shaping direction compared to running a commercial enterprise.
- A strong commitment to The Clothworkers' ethos and values whilst taking a collegiate and collaborative approach with a diverse range of stakeholders.
- A proven ability to create a positive, collegiate and inclusive culture across both Members and Staff.
- A proven and effective leader and manager of people and projects who is adept and able to lead through influence and example.
- Exceptional organisational skills bringing structure to processes without overcomplicating them.
- A strong intellect with financial literacy and the ability to innovate, question and articulate well-reasoned arguments in oral and written communication.
- Ability to actively listen, read a boardroom, as well as persuade and bring people with them.
- Ability to develop and maintain strong and positive relationships, at all levels, spotting potential for the future, offering guidance and supporting others to give their best and to develop their capability.
- Sound judgement, attuned emotional intelligence and a calm, fair and unflappable approach.
- Ability diplomatically to challenge others and engage in debate and open dialogue.
- Independence of thought, creative, open-minded with the ability to be versatile, flexible and adaptable.
- Display energy, stamina, enthusiasm, positivity and a real enjoyment of their work.

TERMS OF APPOINTMENT

A competitive salary will be offered, depending on the skills and experience of the appointed candidate.

The role will be based at our offices on Eastcheap, London, EC3 until completion of the new livery hall at 50 Fenchurch Street.

The role will require attending or hosting events outside normal office hours on a regular basis.

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency adviser to The Clothworkers' Company on this appointment.

Candidates should apply for this role through our website at <https://roles.saxbam.com/> using code **TBXRA**.

Click on the 'apply' button and follow the instructions to submit a CV and cover letter.

The closing date for applications is **9am on Thursday 5th March 2026**.

Data Protection

According to GDPR guidelines, Saxton Bampfylde Ltd are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.





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