



THE GRAND LODGE OF MARK MASTER MASONS

of England and Wales and its Districts and Lodges Overseas

Telephone: 020 7839 5274

Mark Masons' Hall
86 St James's Street
London
SW1A 1PL

04 January 2019

Assistant to the Grand Tyler

About the Role

The Grand Lodge of Mark Master Masons (GLMMM) are seeking to recruit two talented individuals to perform the duties of Assistant to the Grand Tyler. You will be expected to work as part of a flexible team which will consist of the two advertised roles plus the Grand Tyler. For the majority of the time the successful applicant will be based at Mark Masons' Hall and work on a shift based system, to be agreed with the successful applicants. Duties will include: Setting up Temples, maintenance, repair and servicing of Masonic furnishings, assisting with room bookings, locker management and equipment inventory, providing cover on the Reception desk, providing "First Response" in cases of health, safety, first aid or fire, assisting with banking and lost property management plus, such other duties as may be required by the Grand Tyler.

About you

The successful applicant will be required to have good computer literacy and be familiar with the Microsoft Office suite. They will also need to possess good interpersonal skills and be happy and confident in meeting and communicating with members, visitors and colleagues. A lot of the time the role will include being the public face of Mark Masons' Hall and an ambassador for the building and the organisation. A working knowledge of most of our Masonic Orders would be beneficial. You will need to be within reasonable commuting distance of the office.

What's in it for you?

Employees benefit from private healthcare, life assurance, pension scheme and a range of other company benefits, in addition to a generous basic salary.

We are a friendly team – more like a small family firm than a corporate enterprise and you will find our office environment welcoming. You will be given full training and support in order do your work to the high standard that will be expected. The role does not carry any Masonic Rank.

Next steps

If this opportunity sounds like the challenge you are looking for then we would be pleased to hear from you. Please send your CV and covering letter/supporting statement to us at the email address below. CVs sent without a covering letter or supporting statement will not be considered.

Closing date for applications: 23 January 2019.

If you have not been contacted by 2 February 2019 then you have not been selected for interview.

Initial Interviews – Early February 2019

Please send CV and covering letter to recruit@mmh.org.uk