



YOUNG FREEMEN

- 1976 -

Clerk to The Guild of Young Freemen of the City of London

£150 per day + expenses, 1-2 flexible days per week
home-based with occasional travel to the City of London

About the Guild

The Guild of Young Freemen of the City of London is a volunteer-led organisation dedicated to encouraging young professionals to participate in the rich heritage, traditions, and civic institutions of the City of London. It promotes participation in the City livery companies and broader civic society, fostering inclusion, networking, and personal development for under-40s.

Membership is open to individuals aged between 18 and 40 who are Freemen of the City of London as well as those expecting to obtain the Freedom in the near future. Today, the Guild's membership numbers more than 300 young people.

The Guild organises events for its members throughout the year, with flagship events including the Reunion Banquet in April/May, participation in the Woolmen's Sheep Drive in September, the Installation Banquet in September/October, and participation in the Lord/Lady Mayor's Show in November. New members are admitted to the Guild at meetings of the Admissions Court, approximately once per quarter, which often coincide with a "Meet The Livery" event in a livery hall, or informal drinks at a suitable nearby venue.

The Guild was established in 1976 and it has played an important part in promoting the City and Livery ever since. Its first chair was Mrs June Evans, who was at the time a common councillor for the Ward of Farringdon Without and a barrister residing in Middle Temple.

Many Young Freemen have gone on to hold high offices in the City, including as livery company masters, common councillors, chief commoners, and aldermen.

Role overview

In common with other guilds and livery companies in the City, the role of the Clerk is unique, varied and rewarding, blending the roles of a chief executive, chief operating officer, private secretary, administrator, events organiser, and ambassador.

The Clerk works closely on a weekly basis with the Master and other officers and ultimately reports to the Guild's governing body, its Court. The Court is chaired by the Master, assisted by three Wardens, and

composed of a number of volunteers drawn from the membership, including up to two Deputy Clerks, Treasurer, Beadle, Sword Bearer and multiple Court Assistants.

The Court has three principal committees, which draw from the Guild's wider membership to assist with specific activities: the Events and Charity Committee (chaired by the Upper Warden), Membership Committee (chaired by the Middle Warden), and Communications Committee (chaired by the Renter Warden).

The Court meets in the City five times a year (usually in January, March (Election), June (Installation), September, and November) and committees meet approximately quarterly (usually in a hybrid format).

Key responsibilities

- work closely with key volunteers (including the Master, Wardens, Treasurer, and Deputy Clerks) to help them fulfil their roles and ensure the good governance of the Guild
- attend and assist in the running of meetings of the Court (early evening in the City), including preparing papers, advising on the constitution and protocol, keeping minutes, and tracking actions
- help oversee the Guild's finances, including reporting and tax obligations, along with the Treasurer
- work with others to ensure compliance with statutory obligations (including accounts, tax returns)
- help organise and run events, in conjunction with the Upper Warden and the Events and Charity Committee, including attending certain flagship events (held on evenings and weekends in the City)
- liaise with members and candidates, in conjunction with the Middle Warden, the Membership Committee, and Deputy Clerk, and assist with the scheduling of the Admissions Court
- oversee key resources (including membership records, IT systems, and social media)
- liaise with a variety of stakeholders in the City and Livery and represent the Guild

Person specification

- experience of strategic management and governance in a similar type of organisation
- hands-on administrative skills and attention to detail
- events organisation and management skills
- excellent written and verbal communications skills
- familiarity with the City and Livery and ability to act as an ambassador for the Guild
- a comfortable travelling distance to the City of London

Application timetable

Applications open	Monday 23 March 2026
Closing date for applications	Friday 10 April 2026
Panel interviews	Monday 13 April – Wednesday 22 April
Start date	Monday 27 April 2026
Installation of new clerk	Friday 1 May 2026

How to apply

Send a CV and covering letter to the Acting Clerk, Stephen Hodgson, no later than Friday 10 April 2026, by email to: clerk@youngfreemen.org