



GRAND LODGE OF SCOTLAND
ROLE REQUIREMENT

POST TITLE: Assistant Grand Secretary	ROLE: Head of Service Delivery
LOCATION: Freemasons' Hall	DEPARTMENT: Services

Role Purpose (summarises the key function of the role):

Responsible for the effective day to day management and service delivery of Freemasons' Hall functions, processes and staff along with other administrative and secretariat support to the Grand Lodge of Scotland governance structure.

As a member of the senior leadership team contribute to the modernisation and development of the administration and service delivered by Freemasons' Hall in line with organisational strategic aims and objectives.

Nominated Depute to Grand Secretary, Chief Executive of the Grand Lodge of Scotland, and required to perform this role in his absence.

Role Accountabilities (details key responsibilities required to perform the role):

- Provide direction and leadership to Freemasons' Hall business areas including Administration & Discipline & Overseas Support, IT & Digital / Social Media & Members Database, Library Museum & Curator, ensuring that our people are suitably qualified, experienced, trained, developed and motivated to provide a high quality of service to all members and stakeholders
- Implement an appraisal and performance review process in accordance with the evolving Grand Lodge human capital management strategy
- Provide effective supervision and support to our people to ensure a compliant, safe and effective operating environment where functional responsibilities are routinely attained and expected as the norm
- As part of the senior leadership team examine, evaluate and improve departmental and inter-departmental IT networks, systems and processes along with their integration into all Grand Lodge business areas
- Create a culture that embraces continuous improvement and encourages innovation
- Manage all aspects of Freemasons' Hall building maintenance plan and report into the Grand Lodge of Scotland governance structure



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- Nominated Depute to Grand Secretary and will perform that leadership role in his absence
- Attend and perform Grand Lodge of Scotland Masonic ceremonial functions as and when required which will require flexibility to work out with normal business hours
- Provide secretariat support to the Committee structure of Grand Lodge including preparation of agenda, papers and minutes
- Build and maintain relationships with key external stakeholders both Masonic and non Masonic

Education, Qualifications, Skills and Experience (Outlines the skills & educational & qualification requirements to be able to fulfil the role):

Education & Qualifications:

- Professional management qualification and evidence of commensurate experience
- Evidence of continual professional development

Skill & Experience:

- Experienced managing, or involvement with, sustainable transformational change programme(s)
- Excellent written, verbal and listening communication traits
- IT literate with extensive knowledge and practical application of Microsoft Office suite – Excel, Word, PowerPoint, Access and Outlook
- Excellent interpersonal, influencing and negotiating skills including the ability to deal with people at all levels in a diplomatic and supportive manner
- Strong organisational skills are required to ensure that the competing priorities of the post are met
- High personal commitment and dedication to Scottish Freemasonry
- Previous administration experience at Provincial or District Grand Lodge level would be beneficial
- Able to proactively develop effective working relationships with colleagues, partners and other stakeholders



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Continual Professional Development (maintain and enhance competence in the role):

- Maintain knowledge of new and developing legislation, policy and procedure within business areas of responsibility
- Maintain knowledge of new and developing management practice and procedure and apply to work place
- Maintain a working knowledge of how technology might facilitate more efficient and effective service delivery
- Regularly share best practice with internal and external colleagues
- Attend and participate in both formal and informal learning and development events