



# The Grand Lodge of Antient Free and Accepted Masons of Scotland

William Ramsay McGhee, MStJ, D.L., Grand Master Mason

William M.S. Semple, Grand Secretary

18 March 2021

To All: Provincial & District Grand Secretaries  
Daughter Lodge Secretaries  
Cc: Provincial & District Grand Masters  
Grand Superintendents

Dear Sir and Brother

## **Appointment of Assistant Grand Secretary**

An excellent opportunity has arisen to recruit a talented and energetic individual to join the senior management team at the Grand Lodge of Scotland as Assistant Grand Secretary.

The office of Assistant Grand Secretary has been vacant for a number of years and as a result of the changing operating environment at Freemasons' Hall, applications from suitably qualified members for this appointment are now invited.

A comprehensive Job Description outlining the role and responsibilities is attached. Please note there is a requirement for the role-holder to be located onsite at Freemasons Hall in Edinburgh. In addition there will be a need to attend ceremonial events which will necessitate working, at times, out with the usual operational hours of Freemasons' Hall. At the discretion of Grand Secretary, such occasions may be compensated via flexible working arrangements or by time off in lieu.

Commensurate with experience, the position offers a competitive salary.

The successful appointee will be a Freemason with high personal commitment and dedication to the Scottish Constitution, possessing attributes of tact and discretion along with well-developed social and communication skills.

Suitably qualified candidates should submit a CV comprising both personal and masonic qualifications and experience together with details of two referees. A covering letter should also be provided explaining what qualities and vision candidates will bring to the role.

Applications should be addressed to The Grand Secretary, Brother William M. S. Semple, by email to [gsec@grandlodgescotland.org](mailto:gsec@grandlodgescotland.org) or by post addressed to Freemasons' Hall, 96 George Street, Edinburgh EH2 3DH marked "private and confidential".

**The deadline for receipt of applications is Friday 16<sup>th</sup> April 2021**

Further detail can be obtained from Grand Secretary on 0131 225 5577 or by aforementioned email.

**William M S Semple**

