

Greater Manchester Lieutenancy Office



Job Description: Clerk to the Lieutenancy (Part Time)

Position Details	
Job Title	Clerk to the Greater Manchester Lieutenancy
Hours of Work	22.5 (Spread over 3 Days Tues, Wed and Thurs). The hours of work are flexible to accommodate travel. Occasional hybrid working is possible, subject to agreement.
Contract Duration	Permanent Following Successful Probation Period (6 Months)
Salary	£33,000 (£55,000 Pro Rata)
Annual Leave	15 Days (25 Days Per Year Pro Rata)
Reports To	The Lord-Lieutenant

The Lord-Lieutenant and the Lieutenancy

The Lieutenancy is composed of people who have given significant public service in one form or another. The principal person is the Lord-Lieutenant who is appointed by His Majesty The King and is his representative in the county. The Lord-Lieutenant is supported by a Vice Lord-Lieutenant and Deputy Lieutenants that she appoints.

The primary role of the Lord Lieutenant is to uphold the dignity of the Crown, but she also arranges visits of the members of the Royal Family, presents medals and awards on behalf of the Sovereign, participates in civic and voluntary activities, liaises with the Armed Forces and their association of cadets and actively promotes national recognition and awards in The King's name.

The Lieutenancy office consists of three part-time staff who support the Lord-Lieutenant in her duties and act as the principle point of contact for all enquiries. This post is one of those staff.

Key Tasks and Responsibilities

Office Manager

- Act as initial point of contact for the Lieutenancy for enquiries and correspondence from the Royal Family, Cabinet Office and other Government Departments, Local Authorities, dignitaries and members of the public.
- Act as Data Processor under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018
- Assist the Lord-Lieutenant in the appointment of Deputy Lieutenants

- Act as the first point of contact for any complaints about officers of the Lieutenancy. Make initial enquiries and if necessary, register any formal complaints with the Cabinet Office. Assist the Lord-Lieutenant to investigate and locally resolve if appropriate.
- Handle correspondence and take appropriate action associated with national reward and recognition (UK Honours, King's Award for Voluntary Service and King's Award for Enterprise), seeking guidance from the Lord-Lieutenant and Lieutenancy leads where necessary and planning/arranging honours and award ceremonies as required
- Assist in promoting national reward and recognition and advise and assist officers of the Lieutenancy and members of the public to draft nominations
- Act as the point of contact for all queries relating to Royal and Civic Protocol
- Act as secretary for the King's Award for Voluntary Service Sift Committee and support the Vice Lord-Lieutenant in their role as Chair
- Act as secretary for the High Sheriff's Selection Panel and support the Vice Lord-Lieutenant in their role as Chair
- Research and prepare speeches and reports for the Lord-Lieutenant and Vice Lord-Lieutenant
- Arrange annual Away Day and District Chairs meetings and occasionally attend Lieutenancy District Meetings to maintain a good working relationship with all Deputy Lieutenants.
- Arrange annual Duchy of Lancaster Benevolent Fund Trustees Summer Tour (Once every 3 years in rotation with Merseyside and Lancashire)
- Maintain the Lieutenancy website and social media channels
- Ensure smooth running of the office
- Assist with other staff roles in their absence

Royal Visits

- Act as the liaison between Royal Households, the Lieutenancy, Greater Manchester Police and venues and organisations.
- Visit and advise venues and organisations about requesting a visit, planning for any visit and Royal Protocol
- Organise recces and assist in the production of programmes and other planning documentation
- Attend royal visits to support the Lord-Lieutenant and act as contact between venues to ensure programme runs to time

Operation Bridges

- Assist the Lord-Lieutenant in their general duty to make sure that those who have responsibility to act in respect of the death of a senior national figure stand ready, i.e. The High Sheriff (Proclamation of Monarch) Mayors' Offices, Local Churches and Emergency and Public Services
- Act as point of contact for advice and guidance both internally and externally
- Liaise regularly with the GM Resilience Forum to ensure local plans are up to date
- Following the declaration of the death of a senior national figure conduct any tasks necessary in relation to the Lieutenancy Policy and Procedure, The National Association of Civic Officers' guidance and any guidance circulated by the Ministry of Housing, Communities and Local Government

National, Regional and Metropolitan Liaison

- Scan the Association of Lord Lieutenants Intranet for updates and ensure any actions from the Association are completed in a timely manner
- Communicate regularly with metropolitan and regional clerks and lieutenancy officers sharing good practice and attending and contributing to their respective annual meetings

Variation to Duties and Transport

The delivery of a comprehensive support service will occasionally necessitate work outside normal working hours and away from the office, which will be agreed in advance. This will be, in the main, to assist with the smooth provision of Lieutenancy, civic or ceremonial functions at other venues across Greater Manchester.

You will be required to have access to your own transport.

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the Lieutenancy Office and the Office Landlord on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

Review

This is a description of the job at the time of issue. It is the Lieutenancy's practice to periodically review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of The Lord-Lieutenant and to incorporate reasonable changes where required, in consultation with the job holder.