



Cavalry and Guards Club Secretary

The Cavalry and Guards Club is one of London's premier private member clubs, with members primarily drawn from serving and retired officers, their spouses and family members, of qualifying Regiments. The Club prides itself in providing a 'home from home' for its members and their guests and has occupied its current premises since 1890. The Club is fully licensed for members and non-members alike and is a member of the Distinguished Clubs of the World association. It also enjoys reciprocal arrangements with forty-seven discerning private member Clubs around the world.

The role of the Club Secretary and General Manager (the "Secretary") is to manage the Club's business affairs and to ensure its efficient day to day operations. Focusing on Member expectations, the Secretary acts as custodian of the Club's reputation, ethos, standards, and traditions and works to enhance the Club's reputation for the highest standards of service and an exceptional guest experience.

The Secretary is the focal point for all key stakeholder relationships such as the Club Chairman and Committee, the Trustees, Directors, Members, employees, business partners, suppliers, local government, and the wider Club Community. The Secretary, leads a team of sixty permanent staff, often augmented by significant contract and agency staff, and is ultimately responsible for co-ordination, standards and delivery of all Club operations and services for its 2,900 Members. The annual expenditure is more than £4m with an income of £4.5m.

After sixteen very successful years in post, David Cowdery has announced his intention to retire in June 2022 and the Club Committee now wishes to recruit a talented individual to succeed Mr Cowdery in the demanding role of Club Secretary and General Manager.

The role would best suit someone with background in hospitality or a membership organisation, ideally with a particular understanding of the British Army, both in terms of tradition and current lifestyle. He/she will also understand how to maintain the Club's style and approach but to combine this with the helpful aspects of progress both in technology, methodology and attitudes.

Applications, with a full CV. should be made to the Club's Selection Sub-Committee via simon.hill@hillcoates or on 07733 266395.

78 Pall Mall, London, SW1Y 5ES, United Kingdom
Tel.: + 44 20 3178 5123
www.hillcoates.com

Hill Coates Associates Limited
Company Incorporation Number 10159324 VAT Number 241 0263 57