

Advert

Club Secretary – Boodle's – London – Competitive Package

The Role

Boodle's is a Private Members' Club, founded in 1762. The Club's beautiful Georgian building in St James's offers a stylish, elegant, and quintessentially English venue. At its heart Boodle's is a club run for the enjoyment of its Members, who have come to expect a welcoming atmosphere, together with high standards of cuisine and access to a wine cellar which bears comparison with the best in London.

Due to the upcoming retirement of Andrew Phillips after seventeen successful years in post, the Club wish to recruit a talented individual to the role of Club Secretary.

Working on behalf of the Chairman, Committee and the Trustees, the Secretary runs the Club for its Members, organising the successful operation of all its services and facilities whilst maintaining its traditions, ethos and reputation. Apart from the day-to-day management of the Club, the Secretary is responsible for the administration of its membership, finances, premises, property and staff.

The Person:

The ideal candidate is likely to have had a successful career in the hotel, hospitality or catering trade, or in another Club, but this is not seen as a prerequisite. Leadership and management skills and the overall character fit will be the key deciding factors in this selection process.

Particular characteristics are as follows:

- A visionary, strategic and experienced leader with a proven record in general management at a senior level in an organisation of similar complexity and scale.
- Stature, intellect, presence and good humour with outstanding people and communication skills, being tactful and diplomatic and able to motivate, lead and inspire the staff.
- An exceptional administrator with excellent HR, IT, marketing, financial and other business skills, but also with the ability to stand back and to delegate the detail to the management team.
- Be able to balance the conflicting demands of Members and management with sensitivity.
- Have had full profit and loss accountability for an organisation, with direct responsibility for the main functional areas, ideally with an above average standard of financial literacy.
- Have the self-confidence, presence and fluency to represent the Club externally.

For an informal and confidential discussion, please speak with our advisors at Berwick Partners.

William Pringle
Partner

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Closing date for applications: *27th March 2021*
