



The Grand Lodge of Ireland

Job Description

Job Title: Grand Secretary and Grand Registrar (hereafter referred to as Grand Secretary)

Date: February 2017

Responsible for: Management & Staff

Reports to: Grand Master, Deputy Grand Master & Assistant Grand Master. As Grand Registrar, the person will also report to the Supreme Grand King.

Location: Freemasons' Hall 17 – 19, Molesworth Street, Dublin D02 HK50 and/or any location linked to the organisation

Job Profile

Formed in 1725, the Grand Lodge of Ireland is the institution which governs the Masonic Order within the Island of Ireland and in a number of Provinces overseas. The Grand Lodge of Ireland is the second most senior Grand Lodge in the world and the oldest in continuous existence; the Irish Freemasonry boasts approximately 22,000 members around the globe.

Job Purpose

The Grand Secretary should be an experienced leader, who has a genuine commitment to, and understanding of The Grand Lodge of Ireland's objectives, maintaining its ethos and providing vision, and ideally have the following skills and attributes:

- Demonstrate leadership, management and organisational skills, including fairness and impartiality and openness to new ideas and information.
- The ability to think and operate strategically.
- The ability to work closely with the Grand Master, Deputy Grand Master & Assistant Grand Master, Supreme Grand King, members, and staff building positive working relationships in a constructive and consultative environment, looking for and acknowledging the contribution of others and making them feel like valued members of the team, at the same time as confronting and resolving inadequate performance in a respectful way.
- Attend all meetings as and when required, in a number of different locations, both across Ireland and abroad.

- The ability to influence stakeholders and funders positively, in order to achieve results that are in the best interest of The Grand Lodge of Ireland.

This position is responsible for building and sustaining The Grand Lodge of Ireland goals and objectives. Leads and develops staff in order to manage, implement, and oversee procedures, processes and guidelines aligned with the objectives of The Grand Lodge of Ireland. Support service areas of responsibilities include member management, project management and strategy. As Grand Secretary, you will have approximately 10 direct reports to you.

The Grand Secretary assumes lead responsibility for all operational aspects of the organisation, including day-to-day management affairs, operational budget, staff issues and needs, member relations, database management and building management teams. The Grand Secretary will provide daily operation support. This position requires an entrepreneurial professional who enjoys the challenge of working in a busy environment that puts a heavy emphasis on member satisfaction.

The individual will provide operational leadership for running The Grand Lodge of Ireland, be the key strategist in providing expert business and organisational advice to fulfil the business objectives which will be open to change as the business model changes to reflect demand of services, prevailing at any particular time. Additionally, the individual will ensure the success of new and existing major programmes and operations in order to ensure its cost effectiveness, and quality in a rapidly changing environment while at the same time ensuring that The Grand Lodge of Ireland culture is maintained.

The Grand Secretary ensures and maintains a positive image with the public regarding the organisation. A strong reputation is especially important for the Grand Secretary to maintain with individuals, Lodges and other branches that contribute to the organisation on a regular basis.

Responsibility / Activity

The responsibilities will consist of, but are not limited to the following:

- Develop strong business relationships with the Cabinet, clear understanding of the mission, challenges and organisational initiatives. Consults regularly with the Grand Master, Deputy Grand Master & Assistant Grand Master regarding the development and administration of strategic services and actively contributes to the development and implementation of The Grand Lodge of Ireland’s objectives and strategies as well as cross-group initiatives.
- As Grand Registrar the foregoing will also apply to the Supreme Grand King and Grand Chapter.
- Actively participate in management meetings to provide support perspective on key issues. Liaise with management to formulate organisational plans, objectives, policies and procedures.
- Manage the Financial Control function to deliver quality financial reporting, effective cost control and administer payables and tax compliance in conjunction with the Grand Treasurer and the accounts team.
- Drive continuous improvement in timeliness and accuracy of services.
- Deliver high quality organisation support via the management of reviews, key meeting and reporting.
- Responsible for managing and developing the daily activities of the senior level team.

- Effectively manage any employee relations / HR issues in conjunction with 'The HR Company, B2E Ltd', periodically if called upon to do so.

This list is not exhaustive. The Grand Secretary will be required to perform such other duties as appropriate to the post, as may be assigned from time to time by a designated person. You will be required to assist with special functions, from time to time.

Role in Business Process

Role in Business Process	Description of Role / Responsibility
Intellectual Horsepower	<ul style="list-style-type: none"> • Analyses, explains, and draws logical conclusions based on complex data from multiple content areas. • Rapidly learns and assimilates complex information involving unfamiliar situations and circumstances. • Quickly perceives implications and makes sound judgments and recommendations. • Teaches and guides others to think more clearly and critically.
Strategic Leadership	<ul style="list-style-type: none"> • Articulates a clear strategic vision, generates enthusiasm that impacts multiple groups, and creates symbols to rally the support of people in his group or organisation. • Viewed by people inside and outside his group as a highly effective, motivating leader. • Adjusts leadership style to meet the demands and requirements of different situations and groups successfully. • Involves groups in strategy development in ways that generate enthusiasm, ownership, and commitment.
Drive for Results	<ul style="list-style-type: none"> • Defines all assignments and work problems in terms of results to be achieved. • Works constantly to find the most effective way to achieve intended results. • Works efficiently and diligently on the task at hand, putting in whatever time and effort is needed to do an excellent job. • Recognises quickly when progress toward results is slowing or stalling and takes immediate action to get back on track. • Accepts difficult goals or assignments and gets right to work. • Perseveres in drive for results even when faced with difficulties and setbacks.
Building Team Spirit	<ul style="list-style-type: none"> • Motivates team members and pulls the team together to accomplish goals. • Actively participates in the development of the team's goals. • Takes initiative to help other team members. • Encourages team members to treat each other with respect. • Is comfortable and effective in leading or following, depending on the task at hand and the needs of the team.

Candidate Profile

Qualifications

Area Qualification	Description of what's needed	
Experience	<i>Essential</i>	<i>Desirable</i>
<p>What work experience is essential to the job?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No related experience <input type="checkbox"/> 1 – 3 years of related experience <input checked="" type="checkbox"/> 3 – 5 years of related experience <input type="checkbox"/> 5 – 8 years of related experience <input type="checkbox"/> 8 – 10 years of related experience <input type="checkbox"/> 10+ years of related experience <ul style="list-style-type: none"> • A member of the Masonic Order, preferably a Past Master. As the role is also that of Grand Registrar the candidate should be a Royal Arch Mason, preferably a Past King. • Successful strategic and day to day management of organisational operations • Experience of financial management • Experience of human resources management • Proven track record of successful “business” strategy • Experience of organisational legal responsibilities • Demonstrable experience of management of change 	<ul style="list-style-type: none"> • Senior / Board level experience in a people focused organisation • Experienced Chief Executive or second-in-line officer • Information Technology • Fundraising • Publicity • Networking • Experienced line manager at a senior level
Education	<i>Essential</i>	<i>Desirable</i>
<p><u>Qualifications</u></p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Leaving Cert <input type="checkbox"/> Cert / Diploma <input type="checkbox"/> Bachelor’s Degree <input type="checkbox"/> Master’s Degree <input type="checkbox"/> PhD 	<ul style="list-style-type: none"> <input type="checkbox"/> Leaving Cert <input type="checkbox"/> Cert / Diploma <input checked="" type="checkbox"/> Bachelor’s Degree <input type="checkbox"/> Master’s Degree <input type="checkbox"/> PhD <ul style="list-style-type: none"> • Bachelor Degree or equivalent • Qualification relevant to the post

<p>Knowledge, Skills and Abilities</p>	<ul style="list-style-type: none"> • A minimum of 5 years of directly applicable administrative and operational management experience. • 5 years senior management experience • Strong, mature presence to ensure effective communication with both member and internal/external members/bodies. • Excellent interpersonal skills • Financially aware, with high level negotiation skills • Visionary strategist with the ability to lead • Ability to develop and maintain networks • Able to lead and motivate staff 	<ul style="list-style-type: none"> • Knowledge of quality systems and good practice • Business focused
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Understand and respect the Grand Lodge of Ireland’s Ethos and Landmarks • Commitment to the values and to the specific charitable objectives and ethics of the organisation • Decisive • Proactive with dynamism and energy • Ability to travel and communicate effectively • Strong Presence • Charismatic management / leadership style 	<ul style="list-style-type: none"> • Flexibility • Comfortable with Public Communications

This description has been designed to indicate the general nature of and the criteria required to perform this function. It will be subject to regular review with the post holder and The Cabinet.

The Grand Lodge of Ireland is an equal opportunity employer and does not discriminate against individuals on the basis of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the travelling community.