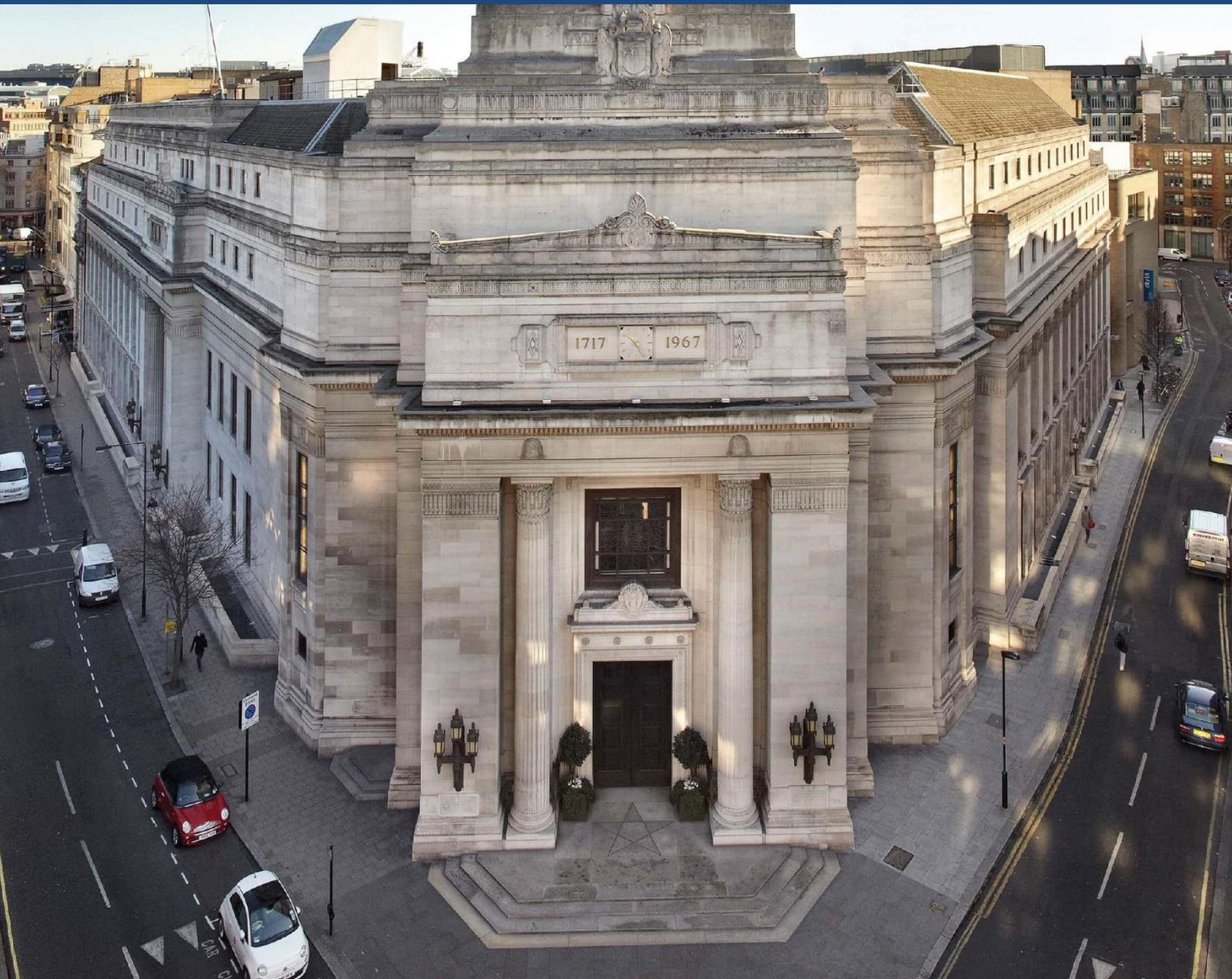


# Candidate Brief

## Director of Communications

### United Grand Lodge of England



UNITED GRAND LODGE  
OF ENGLAND



Wild Search

## Context

The United Grand Lodge of England (UGLE) recently celebrated its 300<sup>th</sup> anniversary as a membership organisation (currently numbering over 200,000 members) which also oversees a leading national charity which funds a range of projects and individuals. It employs c90 staff in its London headquarters. Through its website, its publication *Freemasonry Today*, and via social media UGLE demonstrates and communicates its work to the wider public and illustrates the wide range of good work undertaken across the country by its members. It also works hard to ensure that its work – and that of its members - to benefit society is more clearly understood across the media.

Earlier this year, the new Chief Executive Dr David Staples undertook extensive media interviews to highlight the good work undertaken by Freemasons. This appointment will enable the organisation to further develop the way it communicates what it does to a wider audience and to emphasise what freemasonry contributes to 21<sup>st</sup> century society. The goal of the exercise is to normalise Freemasonry in the public consciousness through a multifaceted media, communications and marketing strategy.

## The Role and Requirement

This is a newly created role and will build on and develop the work already undertaken to present the work of UGLE to the wider community and stakeholders, including the media and will be part of its wider strategy as a leading charity in England. The appointed individual will be a member of the Senior Management Team.

Key responsibilities are to:

- Lead the delivery and coordination of the communications strategy across all media to external audiences;
- Lead, develop and motivate the communications team;
- Manage UGLE's reputation including crisis management;
- Represent the organisation to external and internal audiences globally as well as across the UK;
- Acting as the frontline communications lead across the 47 Provinces and London cascading information/advice accordingly;
- Developing key relationships across the media and promoting key stories and UGLE initiatives through them;
- Managing and supporting internal staff communication events and presentations including the annual PCO meeting, the Pro Grand Master's annual briefing meeting and Provincial Grand Master workshops.

The ideal candidate for this role will demonstrate:

- An impressive track record in a communications role within a membership organisation, professional body, charity or similar organisation;
- Clear evidence of successfully engaging with a wider audience and managing complex stakeholder relationships;
- Excellent interpersonal, written and oral communications skills;
- Strong and effective leadership and management skills;
- Excellent motivation, combined with proactive and prioritisation skills.

## Terms and Conditions

This is a full time permanent position based in Covent Garden but with regular travel around the country.

A competitive salary and other benefits will be provided, dependent upon experience.

## How to Apply

United Grand Lodge of England has engaged Wild Search to advise on this appointment. Anyone interested in applying should contact them to discuss the requirements further or apply by email ([ugle@wildsearch.org](mailto:ugle@wildsearch.org)) including:

1. A full curriculum vitae;
2. A covering note of c. 500 words, setting out relevant experience and interest;
3. Details of two professional references (who will not be contacted before shortlisting, and only then once notice given).

**Deadline for application is 9am Friday 2<sup>nd</sup> November.**

Edward Wild and Amy Wevill are managing the process at Wild Search and can be contacted on 0207 233 2230.

Please be aware that by contacting Wild Search about this role, or applying, your data will be held in accordance with our [Privacy Policy](#).