

Province of West Lancashire

APPOINTMENT

The Province seeks to appoint as a permanent full-time employee an

ASSISTANT PROVINCIAL GRAND SECRETARY

to become part of the Provincial Office team under the immediate supervision of the Provincial Deputy Grand Secretary, whose assistant, in a number of ways, he will be. The work, based at the Provincial Office in Liverpool, will centre upon the accurate administration and application of the various database systems of the Province and responding to queries from lodges and chapters, though he will also be fully involved in the future development of those systems, and the work of the Office in general.

The nature of the work will necessarily require a candidate to be a Freemason under The United Grand Lodge and Supreme Grand Chapter of England, and to be both a Past Master and Installed First Principal. It is suggested that the appointment might particularly suit a candidate who has taken or is about to take early retirement and is in receipt of an occupational pension, though this should not prevent others from applying.

A job description and application form can be obtained from the Provincial Grand Secretary at The Masonic Hall, 22 Hope Street, Liverpool L1 9BY; on 0151 709 2458 Ext 4 or privateoffice@provinceofwestlancs.co.uk .

The closing date for applications will be **FRIDAY 29 OCTOBER 2010**, though earlier applicants may be invited to an initial interview before the deadline. The successful applicant will be expected to start work on **TUESDAY 4 JANUARY 2011**.