Clerk of the Merseyside Lieutenancy

Applicant Information

Closing Date for Applications:
Friday 18th December 2026, 12.00 midday

Stakeholder Group and Interview Date for Shortlisted Applicants:
Thursday 14th January 2027

STRICTLY NO AGENCIES OR THIRD PARTIES

Merseyside Lieutenancy
Exchange Station
Tithebarn Street
Liverpool
L2 2QP

Enquiries: recruitment@merseysidelieutenancy.uk

On behalf of His Majesty's Lord-Lieutenant of Merseyside

Introduction *3*

The Merseyside Lieutenancy *4*

Areas of Work **5**

King's Award for Voluntary Service 5
King's Awards for Enterprise 5
National Honours 5
Duchy of Lancaster Benevolent Fund Grants 5
Youth and Education Engagement 5

Role Description: Clerk of the Merseyside Lieutenancy *6*

Main Duties **6**

Lieutenancy Business Operations 6
Planning Royal Visits 7
Royal Garden Parties 7
National Honours 7
King's Awards for Enterprise (KAE) and Voluntary Service (KAVS) 7
Duchy of Lancaster Benevolent Fund 7
Supporting Youth and Education Engagement 7
Supporting Borough Forums 8
Stakeholder Engagement 8

Additional Information **8**

Person Specification: Clerk of the Merseyside Lieutenancy *9*

Skills, knowledge and experience 9
Personal attributes and circumstances 9
Qualifications 9

Application Process *10*

Application Guidance **10**

Expected Timeline **10**

Further Information, Support and Informal Discussions **10**

Introduction



Thank you for your interest in the role of Clerk of the Merseyside Lieutenancy – a leadership role, supporting us to deliver our work in support of the people of Merseyside, on behalf of His Majesty The King.

As His Majesty's Lord-Lieutenant of Merseyside, my principal duty is to represent The King and to uphold the dignity of the Crown. This includes arranging visits by members of The Royal Family, presenting certain honours and awards, encouraging nominations for National Honours, The King's Awards for Voluntary Service and for Enterprise, liaising with local units of the armed forces and their reserve and cadet forces, and supporting the local magistracy. Additionally, it is my role to encourage, thank and congratulate, to act as a catalyst and bridge-builder, engaging in the County's civic, community, enterprise, and social life, and to encourage a wide range of voluntary activity.

The role of Lord-Lieutenant is non-political and in England and Wales can be said to date from the reign of Henry VIII. The role has been provided for in statute; most recently by the Lieutenancies Act 1997. It is a voluntary role within each county of the United Kingdom, responsible in our case for leading the Merseyside Lieutenancy to proactively support the c.1.5 million people who live, work and volunteer across the c.250 square miles of Knowsley, Liverpool, Sefton, St. Helens and Wirral. I am supported by a Vice Lord-Lieutenant, a team of Deputy Lieutenants (currently c.45), the Clerk of the Lieutenancy and Secretary to the Lord-Lieutenant.

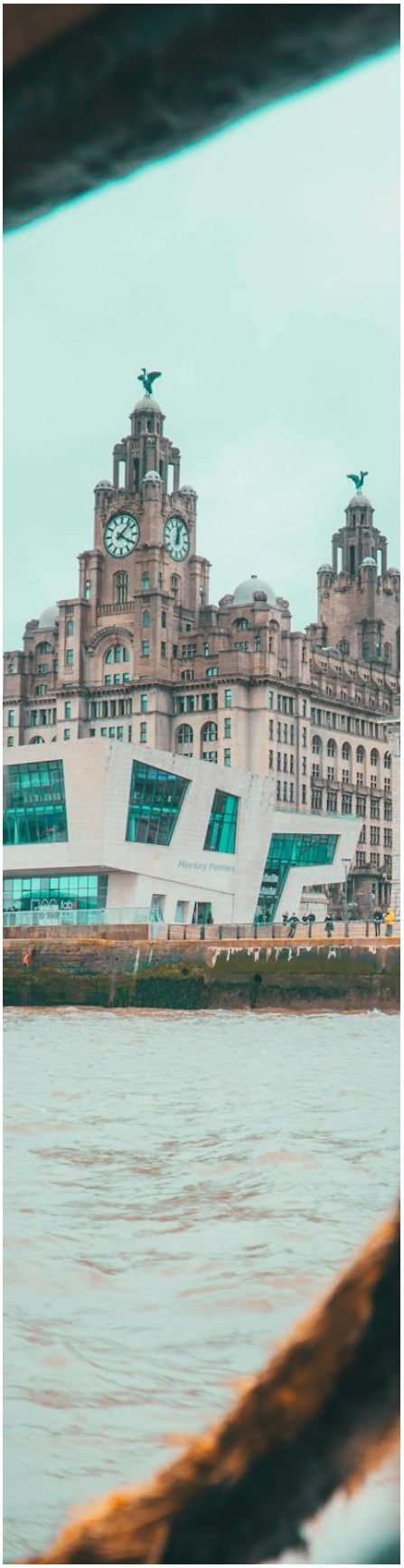
The Clerk plays a critical role in supporting the Merseyside Lieutenancy team to support the work of The Royal Family, and local businesses, charities, public, statutory, and other organisations that undertake valuable work with communities across Merseyside. This vacancy has arisen due to the planned retirement of the current Clerk of the Lieutenancy in May 2027, and I am delighted you have taken an interest.

Merseyside has a remarkable heritage, and a bright future. Our people are caring, diverse, talented, and hardworking. Our public services, educational institutions, businesses, community, and voluntary groups are impactful and focused on supporting each other, with many at the cutting edge. We have amassed performing arts, musical and sporting accolades which put us on the world's stage, and our impressive range of architecture and tourism attract visitors from across the globe. We achieve this - and more - together, working with cohesion, across boundaries, and with powerful spirit and intent at the heart.



Peter Oliver OBE
HM Lord-Lieutenant of Merseyside

The Merseyside Lieutenancy



Lord-Lieutenants have relatively broad discretion as to how we carry out our roles. The work of the Lieutenancies we lead focuses on the following core activities:

- **Royal Visits**: receiving members of The Royal Family and Heads of State, and supporting the organisation of visits.
- **Honours and Awards**: promoting national honours and awards, organising the presentations of certain honours to local recipients, validating local nominations, and supporting The King's Awards for Enterprise and Voluntary Service.
- **Community Engagement**: encouraging and supporting positive community cohesion, the development of the County's civic, community, enterprise, and social life, and to encourage a wide range of volunteering. Typically, also involving attendance at a wide range of events and ceremonial occasions.
- **Military Liaison**: supporting the local military (regulars, reserves, and cadets) in collaboration with representatives of our military and volunteer organisations.
- Supporting the **Judiciary and the Magistracy**.

We embrace The King's key themes, including:

- **Community**: developing tolerance, strength of relationships and cohesion, including across all faiths.
- **Culture**: recognising and embracing.
- **Climate**: protecting our natural environment.
- **Commonwealth**: cherishing equality, diversity and shared values.

We also embrace the key themes of other members of The Royal Family, for example The Duke of Edinburgh's Award, and the work of The Royal Foundation of The Prince and Princess of Wales:

- Building strong foundations during **early childhood**.
- Supporting **emergency responders**.
- Changing conversations on **mental health**.
- Helping to preserve the **natural world**.

Our team seeks to identify opportunity for meaningful collaboration, impactful connection, helpful education, and the celebration of success across Merseyside in support of the progression of these core activities and key themes within our communities.

Areas of Work

King's Award for Voluntary Service

Every day, thousands of people across Merseyside are making a difference by volunteering. Each year, outstanding examples of this work are celebrated through the King's Award for Voluntary Service (KAVS). Equivalent to an MBE, KAVS is the highest Award given to local voluntary groups in the UK, and they are awarded for life.

We are seeking to maximise the number of organisations across Merseyside that are aware of and nominated for a KAVS, to increase recognition of volunteers.

King's Awards for Enterprise

The King's Awards for Enterprise (KAE) are awarded to businesses for outstanding achievement in four categories; International Trade, Innovation, Sustainable Development and Promoting Opportunity (through social mobility).

We are seeking to maximise the number of organisations across Merseyside that are aware of and apply for a KAE, to increase recognition of businesses.

National Honours



The honours system recognises people who have made achievements in public life and have committed themselves to serving and helping the UK. They'll usually have made life better for other people or be outstanding at what they do. They must still be actively involved in what they're being nominated for, and the only honours which can be awarded after someone's death are gallantry awards.

We are seeking to increase awareness of the ability for anyone to build a successful nomination for someone they believe to be worthy of this recognition, and to increase recognition of individuals in Merseyside.

Duchy of Lancaster Benevolent Fund Grants



The Duchy of Lancaster Benevolent Fund is a registered charity set up in 1993 with the consent of Queen Elizabeth II to support local good causes and community initiatives primarily within the County Palatine. Funds are allocated each year to the Lieutenancy offices of Lancashire, Greater Manchester and Merseyside.

We are seeking to raise awareness of the availability of the funding we are able to consider providing to eligible groups in Merseyside, and to ensure it provides impactful support where it matters most, in line with the intent of the fund.

Youth and Education Engagement



We have made highly significant progress in engaging with young people over recent years through our work with local primary schools. Building on this we will continue to work with local primary schools to engage Year 5 pupils in learning about The King, the work of The Royal Family, the importance of good citizenship and the role of the Lieutenancy, and continue to develop our links with universities and colleges.

Additionally, we will support Merseyside's Uniformed Youth Organisations (including Army Cadets, Boys Brigade, Girls Brigade, Fire Cadets, Girlguiding, Police Cadets, RAF Cadets, Royal Navy Cadet Forces, Sea Cadets, Scouts and St. John Ambulance) to develop how they learn from each other, demonstrate their united impact and collectively support more young people to get the best start in life across a greater number of Merseyside communities.

Role Description:
Clerk of the Merseyside Lieutenancy

Job Title	Clerk of the Merseyside Lieutenancy
Responsible to	Lord-Lieutenant, or the Vice Lord-Lieutenant in their absence
Location	Office based in Liverpool City Centre, with expectation of regular travel throughout Merseyside, and a requirement to work flexibly including some evenings and weekends. There is the opportunity for limited home working.
Contract	Permanent, following successful probation period of 6 months. The appointment will be made in accordance with the Lieutenancies Act 1997 and will be subject to successful conclusion of vetting undertaken by the Cabinet Office
Hours of Work	37.5 hours per week
Salary	£55,000 per annum Workplace pension with employer contributions (currently 3%)
Annual Leave	25 days, plus bank holidays (between 1 April and 31 March)

Main Duties

The role of Clerk is a leadership role, working closely with, and in support of, the Lord-Lieutenant and Vice Lord-Lieutenant, alongside the Secretary to the Lord Lieutenant and the team of Deputy Lieutenants. The Clerk will be expected to manage their own time, prioritise accordingly, and operate highly collaboratively and with a high level of autonomy as to how the expected outcomes of the role are achieved.

The below sections outline the main duties of the Clerk:

Lieutenancy Business Operations

- Act as the 'Business Manager' for the Lieutenancy on behalf of, and within any limits of delegation determined by, the Lord-Lieutenant including:
    - Leading annual budget planning and preparation of proposals.
    - Managing payments and receipts from the Lieutenancy account(s), including payroll, expenses and HMRC.
    - Preparing quarterly financial returns to the Cabinet Office.
    - Managing contracts for office space, telecoms and other approved arrangements.
    - Arranging adequate public and employer liability insurances.
- Act as an initial point of contact for the Lieutenancy for enquiries and correspondence from the Royal Family, Cabinet Office and other Government Departments, Local Authorities, dignitaries and members of the public, alongside the Secretary to the Lord-Lieutenant.
- Act as a point of contact for all queries relating to Royal and Civic Protocol, alongside the Secretary to the Lord-Lieutenant.
- Maintain news and information on the Lieutenancy website and social media channels.
- Identify opportunities to improve business processes and engagement (internal and external) through the use of digital tools.
- Act as the first point of contact for any complaints, making initial enquiries if necessary and agree next steps with the Lord-Lieutenant or Vice Lord-Lieutenant, which may involve investigating and locally resolving, if appropriate.
- Ensure compliance as Data Processor under the UK General Data Protection Regulations.

- Ensure effective business continuity and disaster recovery plans are in place, and tested.
- Working with the Secretary, support the Lord-Lieutenant and Vice Lord-Lieutenant to co-ordinate the work of c.45 Deputy Lieutenants, including identification, appointment, induction and allocation of engagements.
- Arrange twice-yearly Lieutenancy Exchange meetings for all Deputy Lieutenants, and any ad-hoc whole Lieutenancy events, such as Deputy Lieutenant Commissioning Ceremonies, supported by the Secretary to the Lord-Lieutenant.

Planning Royal Visits

- Identify opportunities for the Lord-Lieutenant to extend invitations to Royal Households.
- Act as the liaison between Royal Households, the Lieutenancy, Merseyside Police, venues and organisations to plan all Royal Visits to Merseyside.
- Visit and advise venues and organisations about requesting a visit, planning for any visit and following Royal Protocol, supported by the Secretary to the Lord-Lieutenant.
- Organise recces and lead the production of programmes and other planning documentation.
- Attend Royal Visits to supervise the execution of the programme; to support the Lord-Lieutenant and to ensure programme runs to time.

Royal Garden Parties

Support the Secretary, who co-ordinates our work in relation to Royal Garden Parties.

National Honours

Working with the Deputy Lieutenant Lead for National Honours:

- Assist in promoting National Honours to organisations and communities across Merseyside.
- Advising and assist members of the Lieutenancy team and members of the public with drafting nominations.
- Co-ordinate and undertake the validation of National Honour nominations, as requested by relevant Government departments.
- Arrange twice-yearly Merseyside presentations of National Honours, supported by the Secretary to the Lord-Lieutenant.

King's Awards for Enterprise (KAE) and Voluntary Service (KAVS)

Working with the Deputy Lieutenant Lead for KAVS and KAE:

- Assist in promoting King's Awards to organisations and communities across Merseyside.
- Support the Deputy Lieutenant assessment of shortlisted KAVS nominees.
- Arrange annual Merseyside presentations of KAEs and KAVS awards, supported by the Secretary to the Lord-Lieutenant.

Duchy of Lancaster Benevolent Fund

Working with the Deputy Lieutenant Lead for Duchy of Lancaster Benevolent Fund:

- Establish the application process to be used by community groups in Merseyside.
- Promote the availability of the grant to appropriate community groups.
- Support the assessment of grant applications.
- Upon approval by the Lord-Lieutenant, process payments to successful organisations.
- Arrange Duchy of Lancaster Benevolent Fund Trustee visit to Merseyside, which usually takes place once every 3 years, in rotation with Greater Manchester and Lancashire.

Supporting Youth and Education Engagement

Working with the Deputy Lieutenant Lead(s) for Youth and Education Engagement:

- Establish effective relationships with leaders of structured youth organisations, and education leaders.
- Support Deputy Lieutenants to deliver engagement with schools, universities, colleges and other education organisations.

- Support the development of collaboration between structured youth organisations.

Supporting Borough Forums

Working with the Vice Lord-Lieutenant:

- Support Borough Forum Leads in their role to lead Lieutenancy engagement at Borough-level and in the effective operation of Borough Forums.

Stakeholder Engagement

The Lieutenancy has developed close links, including with (for example) the Combined Authority, Local Authorities, the Police, Fire and Rescue Service, education establishments, the judiciary, business and community partners.

- Support maintaining these relationships, and extended relationships to other appropriate partners – ensuring that the Lieutenancy is relevant and relatable, and an active supporter of communities across Merseyside.
- Support the Lieutenancy team to track interactions with key stakeholders, and share knowledge from those interactions.
- Support the identification of suitable engagements for the Lord-Lieutenant, Vice Lord-Lieutenant and Deputy Lieutenants, to engage fully and deeply in the business, community, military, judicial and social activities of the County.
- Support the co-ordination of key civic stakeholders in the planning of significant Royal events and national ceremonies.
- Support liaison with the High Sheriff of Merseyside, including any Lieutenancy support to Shrievalty events such as the Annual Judges' Service, supported by the Secretary to the Lord-Lieutenant.

Additional Information

- As stated, the role will be primarily office-based in Liverpool City Centre, with expectation of regular travel throughout Merseyside, and a requirement to work flexibly including some evenings and weekends. There is the opportunity for limited home working. The role holder will be required to have access to their own transport.
- Pre-approved out of pocket expenses will be reimbursed, including use of private vehicles at HMRC approved rates.
- Employees have a legal duty, so far as is reasonably practicable, to ensure that they do not endanger themselves or anyone else by acts or omissions. In addition, each must cooperate with the Lieutenancy Office and the Landlord on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.
- This is a description of the role at the time of issue. It is the Lieutenancy's practice to periodically review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of The Lord-Lieutenant and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification:
Clerk of the Merseyside Lieutenancy

Skills, knowledge and experience

1. Good knowledge and understanding of the role of the Lieutenancy, and geographic awareness of the County of Merseyside.
2. Experience of providing executive support, at a senior level.
3. Experience of working within high profile, fast paced environments at a senior level. Desirable (but not essential) is experience of working at senior level with key stakeholders for example Local Authorities, Police, Fire, Ambulance, Armed Forces, businesses, the Third Sector.
4. Experience of working in a highly collaborative way with a range of people and organisations, including experience of working closely with volunteers.
5. Experience of supporting business planning cycles, including the development of both strategic and operational plans.
6. Experience of delivering activities, projects and events of varying scales, without direct supervision, and making decisions / judgments in accordance with the relevant procedures, budgets and agreed frameworks.
7. Experience of financial management and/or administration.
8. Experience of undertaking research, and preparing reports using analytics to evidence impact, reach and audience, and provide soft intelligence.
9. Experience of operating in a highly organised environment, with exceptionally strong attention to detail, meeting deadlines whilst maintaining accuracy, and responding appropriately and swiftly to a wide range of enquiries.
10. Experience of using digital tools to improve business processes and engagement
11. High level of administrative and digital skills including using Microsoft Office i.e., (Word, Excel, Outlook, PowerPoint) with ability to content manage the website and use social media platforms Facebook, LinkedIn, Instagram, etc. (with appropriate training and support),

Personal attributes and circumstances

12. Highly professional and excellent interpersonal skills - proactive, patient, and motivated.
13. Excellent communication skills, both written and oral, including an awareness of how to tailor these skills to suit the specific situations.
14. Diplomatic, discrete, and maintains confidence, confidentiality and privacy.
15. Must be an advocate for the work which is undertaken by the Lieutenancy on behalf of The Royal Family and understand the importance of reaching out to local organisations and communities through networking and partnership building.
16. Personal resilience and flexibility.
17. Willingness to work flexibly and to be available, as occasion requires, for some out of hours working.
18. Excellent time management skills and ability to prioritise and manage multiple priorities.
19. Ability to travel mainly but not exclusively within the Merseyside area, holding a full UK driving license and with access to transport.
20. Right to work and remain in the UK.

Qualifications

21. Evidence of appropriate professional qualification and continuous professional development

Application Process

Application Guidance

Applications must be submitted:

- only using the attached Application Form, submitted as a Microsoft Word document.
- by the **deadline of Friday 18th December at 12.00 (midday)** - applications submitted after the closing date will not be considered.
- by online submission using this form (click to open).

We would be grateful if you would please consider also returning the optional equity and diversity monitoring form, the contents of which would remain anonymous.

The timeline below provides advance notice to applicants of the key stages. If you have not been notified of being shortlisted by Wednesday 6th January, you have unfortunately been unsuccessful. Please note the Stakeholder Group and Interview date for shortlisted applicants, which must be attended face to face in Liverpool City Centre by those applicants invited to that stage.

Expected Timeline

Stage	Expected Date
Applications Open	Monday 2nd November 2026
Applications Close	Friday 18th December 2026, 12.00 midday
Shortlist Finalisation	Monday 4th January 2027
Stakeholder Group and Interview	Thursday 14th January 2027
Offer to Preferred Candidate	End-January 2027
Commence role	April 2027

Further Information, Support and Informal Discussions

The Merseyside Lieutenancy is committed to equal opportunities, and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

If you would like to ask a question, arrange an information discussion with the Lord-Lieutenant or should you require any documents in a different format or require any further information, support or assistance please contact us:

Lorraine Shaw, by email: Lorraine.Shaw@merseysidelieutenancy.uk
or by telephone: 0151 363 9536 / 07949 705 077

Please be aware that any requests for discussions with the Lord-Lieutenant should be made as soon as practically possible.

Thank you, again, for your interest in this role.