

Non-Aldermanic Sheriff – Job Description

Appointment:

- Elected by the Livery at Common Hall

Overall Responsibilities:

- To attend and support the Lord Mayor
- To officiate at the sessions at the Central Criminal Court
- To liaise with the Livery
- To advise the Livery on the activities of the Mayoralty and update on progress in key areas

Main Tasks and Responsibilities:

- To attend and support the Lord Mayor in carrying out his/her official duties; this includes City functions and national and international visits undertaken by the Lord Mayor on behalf of the City of London Corporation and the Business City.
- To officiate (together with the Aldermanic Sheriff) at the Central Criminal Court; in particular, entertaining Her Majesty's Judges and guests at lunch each day; this involves undertaking an important ambassadorial role on behalf of the City of London Corporation and acting together with the Aldermanic Sheriff as part of a fully committed and supportive team.
- To make the substantial commitment that is required to fulfil the obligations and duties of the Shrieval Year (September – September) and being regularly available at his/her accommodation at the Old Bailey.
- To conduct meetings and speak at functions whether in place of the Lord Mayor (in his/her absence) or in the Sheriff's own right.
- To attend meetings of Common Hall.
- To take charge of, and conduct, the business of Common Hall in the absence of the Lord Mayor (i.e. at the election of the Lord Mayor, once the Lord Mayor and Senior Aldermen have withdrawn) with the support of the Aldermanic Sheriff, the Common Serjeant and other City Officers.
- To take charge of, and conduct, the business of Common Hall in the absence of the Lord Mayor (i.e. at the election of the Lord Mayor, once

the Lord Mayor and Senior Aldermen have withdrawn) with the support of the Common Serjeant and other City Officers.

Non-Aldermanic Sheriff – Person Specification

Essential	Attributes	Other Expectations
<p>Electoral Requirements</p> <ul style="list-style-type: none"> • Freeman of the City of London • nominated by 15 Liveryman 	<p>Personal Attributes</p> <ul style="list-style-type: none"> • knowledge of the history and traditions of the City, its institutions and the Livery • knowledge, preferably combined with experience gained at a senior level, of the Business City • the capability and willingness to make the substantial commitment necessary to undertake and fulfil the Office of Sheriff • absolute integrity, both personal and professional • a record of high professional achievement, preferably in a City financial or business related service • drive and commitment • a good team player • personality • good and proven public speaking ability • socially at ease, articulate, diplomatic and politically astute 	<p>There are financial implications to carrying out the Office of Sheriff. For example, the City Corporation provides a Sheriff's Budget Allowance which meets most of the costs of the Shrieval Year. In addition, a Sheriff is likely to make a further contribution from his/her private resources towards the costs of the Shrieval Year.</p> <p>To be an active Liveryman.</p> <p>To use the experience gained as a Sheriff in order to be available to the Livery, whenever requested, to provide assistance in understanding the workings of the Mayoralty and Shrievalty.</p>

Essential	Attributes	Other Expectations
	General Attributes <ul style="list-style-type: none">• must command the support of, and have the endorsement of, the Livery.	