



## JOB DESCRIPTION

**Job Title:** Axe Keeper

**Department:** Lord Chamberlain's Office

**Section/Branch:** His Majesty's Body Guard of the Honourable Corps of Gentlemen at Arms

**Location:** St. James's Palace

**Reporting to:** Operations and Finance Manager, Lord Chamberlain's Office  
The Lieutenant, Gentlemen at Arms

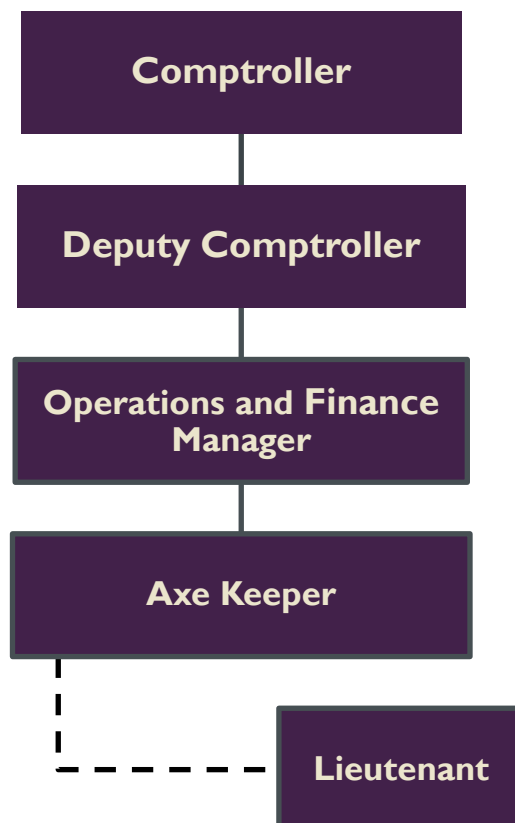
### Job Context

The Honourable Corps of Gentlemen at Arms are the responsibility of the Lord Chamberlain's Office. They undertake ceremonial duties throughout the year and operate from the Orderly Room and Mess, situated in St. James's Palace.

### Organisational Chart

Include:

An organisational chart to show where the job fits in with others around it (immediate team only)





## Job Purpose

To be responsible for the day-to-day administration of members of The Honourable Corps of Gentlemen at Arms, the preparation and execution of all related matters, the custody and care of associated uniforms and accoutrements.

## Principal Accountabilities

### Day-to-Day

- Control the maintenance, issue, replacement, and accountability of all items of uniform, axes and accoutrements on charge to the Body Guard.
- Safe custody and the supervision of cleaning of the Mess, Office, and their contents, including the silver.
- Take action as required on correspondence (e-mail, Royal Mail and telephone) received, e.g. instructions from other Royal Household departments, the Officers and requests from the serving and retired members.
- Research and reply to historical queries.
- Be responsible for applying for access to all visitors via the electronic visitor system.
- Be responsible for collating requirements for the annual budget submission and monitor expenditure.
- Maintain files and archives.

### Duties

- On behalf of the Clerk of the Cheque and Adjutant, issue summonses to members of the Body Guard.
- Monitor and collate the acknowledgements of the summonses.
- Liaise with Gieves and Hawkes to arrange timely delivery and collection of uniforms and equipment.
- Arrange transport through multi agencies when required.
- Attend rehearsals and recces as required.
- Accompany the Captain or Lieutenant on their inspection of the Guard immediately before it goes on duty.

### Mess

- Supervise and advise caterers as required for various functions.
- In conjunction with the Mess Secretary, collate replies to dinner invitations.
- Liaise with caterers, wine merchants and other suppliers.
- Supervise official Mess functions.
- Liaise with the Security Access Team and Police regarding all visitors.
- Maintain the cellar and be responsible for control of stock.
- Ensure the security of cellar, silver, glassware and cutlery.



## Job Dimensions

The post holder will be the day-to-day to contact for the Gentlemen at Arms. There is no budget decision making responsibility apart from liaising with suppliers and passing the cost information to the LCO Central Office.

The control of personal information should be managed in line with Royal Household policy.

## Decision Making Responsibilities

The post-holder has no policy decision-making authority, and refers such matters upwards, but is expected to personally resolve certain day-to-day problems.

## Practical Requirements

The primary location is St. James's Palace but will also include working from Buckingham Palace, Windsor Castle and other locations where Royal Household events take place.

The working pattern will be 20 hours per week, Monday to Friday with occasional evening and weekend work as required to support both Royal Household and Body Guard Mess events.

The post holder should be physically fit and be able to lift the axe transportation boxes.

To work closely with the Messenger Sergeant Major, The King's Body Guard of the Yeomen of the Guard, assisting each other when required.

## Person Specification

- Good written and verbal communication skills.
- Highly competent IT skills.
- Meticulous with a close attention to detail.
- Well organised.
- Previous administrative/clerical skills in a Service environment are desirable but not essential.
- Flexible approach to work.
- Good interpersonal skills.
- Well organised and able to run projects to time/cost/quality