



## **Chief Executive – Person Specification**

### **Main purpose of post**

1. To provide leadership to ISWAN and to be responsible for the management and administration of its charitable and commercial activities within the strategic, policy and accountability frameworks laid down by the board of trustees
2. Together with the chair, to enable the board of trustees to fulfil its duties and responsibilities for the proper governance of ISWAN and to ensure that the board receives timely advice and appropriate information on all relevant matters

### **Main Duties**

- To provide leadership to ISWAN
- To manage ISWAN's charitable and commercial activities.
- To lead, inspire and motivate staff and volunteers
- To develop the work of ISWAN in order for it to achieve the agreed strategic plan and strategic priorities
- To administer ISWAN efficiently and effectively
- To ensure, relevant, fair and consistently implemented management systems and policies to support ISWAN's values.
- To monitor the performance of ISWAN and to report to the trustees against its strategy, its business, operational and annual plans, and the approved annual budget
- To ensure that the recruitment, management, training and development of staff reflect good, fair employment practice and are directed towards achieving ISWAN's objectives
- To be responsible overall for the financial health of ISWAN
- To develop, oversee and monitor an effective programme of fund raising
- To ensure that the major risks to which ISWAN is exposed are kept under review
- To establish systems to effectively mitigate identified risks
- To foster good communications throughout ISWAN and externally across the global maritime sector
- To develop, as appropriate, ISWAN's public profile and foster good relationships with international government, statutory, voluntary and private bodies, and other external stakeholders
- To ensure that ISWAN fulfils all its legal, statutory and regulatory responsibilities
- In partnership with the chair, to ensure that the trustees set the values, ethos, vision, mission, strategic objectives and strategic priorities for ISWAN
- To ensure that the board receives timely, accurate, balanced and relevant advice on all matters relating to its performance, the regulatory and legal environment and other appropriate issues;
- To regularly review ISWAN's governing instruments, governance structure and board composition in consultation with the chair and assist the board to assess its own performance

- To ensure that the board has access to relevant external professional advice and expertise
- To submit high-level policy proposals for the approval of the board or assist the board in the development of these policies, and to be responsible for the efficient and effective achievement of these policies
- In close consultation with the chair, to agree respective roles in representing ISWAN and acting as spokesperson at public functions, public meetings and to the press/media

This list is provided to assist the postholder to know what her/his main duties are. It may be amended from time to time without change to the levels of responsibility appropriate to the grade of the post and in discussion with the postholder. More detail is contained in the Chief Executive Job Role

### **Essential criteria**

To be able to demonstrate

- Experience of operating at a senior management level
- Experience of budgeting and financial monitoring
- Innovative thinking in response to challenges
- Experience of working in a service delivery environment
- Excellent organisational and planning skills including an ability to work to deadlines
- Experience of working globally with people from different cultural backgrounds
- Excellent interpersonal, relationship management and communication skills
- Excellent analytical and report writing skills
- The ability to adopt a 'hand-on' approach as and when required
- A commitment to diversity and inclusivity and non-discriminatory practice
- Empathy with the lives of seafarers and ISWAN's aims, values and objectives
- Experience of working in the Charity sector with an understanding of the Articles of Association and UK Charity Commission
- Experience of significant and successful fund raising including the preparation of bids, tenders and grant applications
- Advanced level of proficiency in English, both written and oral
- Information technology competence

### **Desirable criteria**

- A good understanding of the global, regional and national maritime sector
- Experience of working in a service delivery environment
- Understanding of issues relating to seafarers' welfare

The post will require overseas travel.

All applicants must be eligible to work in the UK.