



Candidate Brief

Appointment of Chief Executive The Shipwrecked Mariners' Society

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Contents

Message from the Chairman	3
Background.....	4
Job Description	5
Purpose	5
Accountability	5
Authority	5
Principal Tasks	5
Secondary Tasks	6
Person Specification	6
Salary and Conditions of Service	7
Recruitment Process.....	7

Thank you for your interest in this post. This information pack is designed to help you with your application. Please read it carefully before submitting your application. If you have any questions that are not addressed please contact Richard Evans or Keith Ridland (contact details on page 1).

Please download further details of the position from www.maryleboneexecutivesearch/jobs

Message from the Chairman

The Shipwrecked Mariners' Society is the largest charity providing financial assistance to fishermen and merchant mariners and their dependants in need. For 178 years we have been constant in our charitable purpose while adapting to changing economic, demographic and social circumstances.

The Society works in co-operation with fellow maritime charities as part of an informal collaborative network that provides different forms of practical support to those experiencing difficulties in their working lives or in retirement.

The Trustees are proud of the contribution the Society has made to alleviating distress and contributing to the welfare of many tens of thousands in the maritime community, and of its reputation for providing timely and effective support to those in need, and foresee that it will continue to have a key role to play in alleviating financial distress for as long as we are an island nation.

The Trustees seek a Chief Executive who believes in our charitable purpose and can take forward this enduring commitment, adapting the Society as necessary to changing circumstances while remaining focused on the aim.

If you share our concern for the welfare of fishermen and mariners and believe you have the necessary skills and experience to lead and manage the Society then we would be keen to hear from you.

Mr George Greenwood

Background

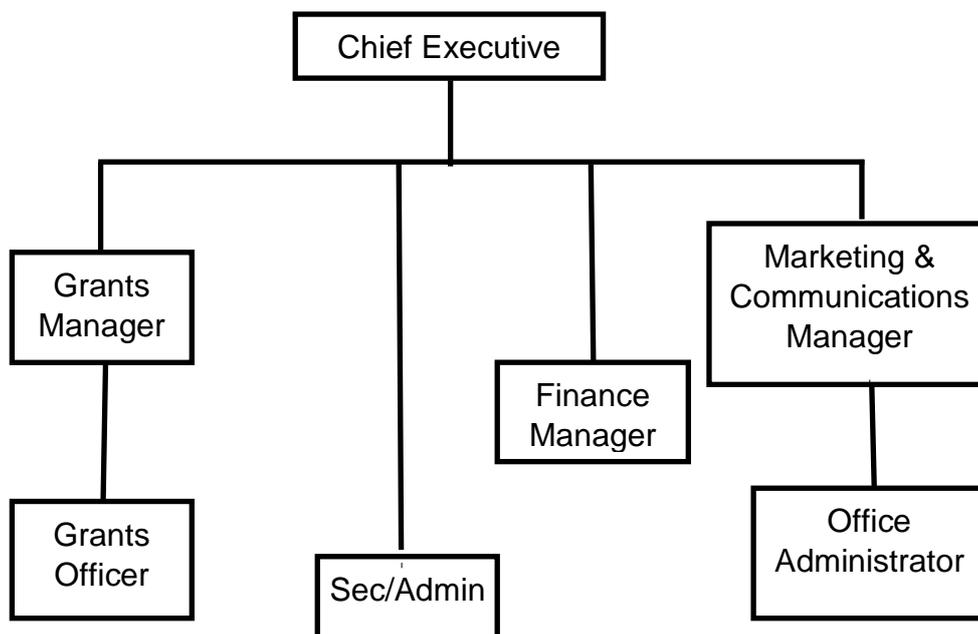
The Shipwrecked Fishermen and Mariners' Royal Benevolent Society, founded in 1839, is seeking a new Chief Executive on the retirement of the current post holder.

The Trustees are looking for an individual to lead and manage one of the oldest and the largest national maritime benevolent charities, which provides financial support to former and serving fishermen and Merchant Navy mariners facing hardship. The new Chief Executive must be someone with clear empathy for the Society's purpose. An individual who will provide inspirational and entrepreneurial leadership and take forward the charity's work, adapting to changing economic and social circumstances, whilst safeguarding its reputation.

The Society operates throughout the United Kingdom and Eire and is administered from the Head Office in Chichester by a staff of seven (see organogram below). There is also a nationwide network of over 180 volunteers known as Honorary Agents who all represent the Society, some of them acting as caseworkers, whilst others fundraise. Fifty of these volunteers maintain the Society's iconic red-painted seaside collecting mines. Last year the Society helped former seafarers, their widows and dependants in over 2,000 cases of need, distributing grants totalling over £1.4 million which made a huge difference to their quality of life.

The charity also operates an in-house trading company, Shipwrecked Mariners Trading Limited, which sells high quality Christmas, birthday and correspondence cards, calendars and gifts which highlight the rich and fascinating maritime heritage created by generations of seafarers. The company makes a significant contribution to the Society's funds, as well as advertising the charity's work to the wider public. The Chief Executive is the Company Secretary of the Trading Company.

Central Office Organisation



Job Description

Job Title: Chief Executive

Purpose

To lead and manage the staff and work of the Society in order to fulfil the charitable purpose and objects of the Society as laid down in its governing document and in accordance with the strategy and policies of the Council whilst conforming to the requirements of the Charity Commission.

Accountability

The Chief Executive is accountable through the Chairman and the Executive Committee to the Council.

Authority

The Chief Executive is authorised:

- To exercise authority over all members of staff.
- To delegate such authority as may be appropriate to members of staff.
- To recruit and engage members of staff and set their terms and conditions of service as approved by the Executive Committee acting on behalf of the Council.
- To approve all Society and Trading Company expenditure within their annual budgets.
- To sign cheques and authorise all payments on behalf of the Society in accordance with agreed procedures.
- To enter into contracts on behalf of the Society and Trading Company.
- To initiate, approve and sign correspondence concerning any aspect of the Society's and Trading Company's business.
- To liaise with individuals or organisations on any matter concerning the work of the Society and the Trading Company.

Principal Tasks

- To oversee the day-to-day operations of the Society as CEO and of the Trading Company as Company Secretary.
- To manage the Society's resources in accordance with the approved budget and oversee the production of monthly and quarterly Management Accounts.
- To keep the Council, through the Executive Committee, informed of the progress of the Society's work.
- To formulate and update the strategy and policies of the Society for the Council's agreement.
- To ensure diversity and sufficiency of incoming resources to meet the Society's purpose.
- To review and implement the Society's grant making policy, chair the weekly Grants Committee meeting and propose annual changes to grant criteria to the Executive Committee.
- To conduct an annual staff salary and pensions review and oversee monthly salary payments to staff and ex gratia pension payments to former employees.
- To conduct annual staff appraisals.
- To be the Society's Data Protection Officer and Health and Safety Officer.
- To advise trustees on insurance cover for the Society, its buildings, equipment, trustees, staff and volunteers.
- To recruit and appoint Honorary Agents (volunteers) and arrange for appropriate training where necessary.

- To set and prepare the agenda, reports and draft papers as appropriate for information and or decision by trustees at Executive and Council meetings.
- To oversee the Investment Manager.
- To oversee the Society's fundraising and public relations activities.
- To organise the AGM and Skill & Gallantry Awards.
- To produce the Society's Annual Report.
- To represent the Society at key functions and events and maintain and raise the Society's profile.
- To maintain appropriate records of the Society's work.
- To ensure that the Head Office building is maintained.

Secondary Tasks

- To maintain the Risk Register.
- To ensure the weekly bank reconciliation is carried out and reported to the Chairman and Treasurer.
- To ensure that the computer hardware and software and security arrangements are fit for purpose.
- To administer grants to annuitants on behalf of Trinity House.
- To manage the four tenancies within the building.

Person Specification

- Educated to degree level or professional equivalent.
- Demonstrable success in a senior management and leadership role.
- Strategic vision, sound judgement, adaptability, entrepreneurship, energy, stamina and resilience.
- Strong leadership skills, able to work effectively with trustees, staff, supporters and donors, partner organizations and other external bodies.
- Sound financial management and investment knowledge and experience.
- Excellent administrative, governance, IT and staff management skills.
- Excellent written and communication skills, including public speaking.
- Initiative and self-motivation.
- Experience of the charity sector and a natural commitment to the wellbeing of others.
- Clear ability to engage with the maritime sector. Prior experience of maritime matters would be helpful (but not essential).

Salary and Conditions of Service

Salary: £65,000

Pension: Defined contribution pension with Royal London Mutual Insurance Society.

Holiday entitlement: 35 days pa (+ bank holidays).

Group Life Assurance: Three times salary.

Recruitment Process

You should make your application online at www.maryleboneexecutivesearch.com/jobs

When applying online please submit a CV together with a letter of application embracing a personal statement demonstrating how you meet the Person Specification.

For an informal confidential discussion call Keith Ridland on 07775 675891 or 020 3126 4858 or Richard Evans on 07958 984161 or 020 3126 4858.

Closing date for applications:	24 September 2017
Long List interviews:	4 –12 October 2017
Candidate visits	19-20 October 2017
Final Panel Interviews & Presentation:	1 November 2017

To find out more visit: www.shipwreckedmariners.org.uk