



**APPOINTMENT OF CHIEF EXECUTIVE
CANDIDATE INFORMATION
MARCH 2020**

Saxton Bampfylde



WE SEE THEM.

**WE'VE BEEN HELPING SEAFARERS AND THEIR FAMILIES
IN NEED FOR MORE THAN 200 YEARS**

FROM OUR CHAIR



Dear Applicant,

Thank you for your interest in the role of Chief Executive Officer for the Sailors' Society (the Society). I hope that this pack will inform and interest you in our work.

The Society recently celebrated its bicentenary and, although with much to be proud of in our past, our focus is very much on the present and the future. These are exciting times for us and this CEO role comes at a pivotal point in our journey and future plans.

Our work over many years has been to build strong, trusted and fruitful relationships across the maritime sector to benefit seafarers and their families, around the world, 'at home, at sea and in port', following an ethos based on traditional Christian, non-discriminatory, values. As a leading maritime welfare charity, frequently pioneering in its approach, the Society has long recognised the importance of partnerships both with funding and delivery.

Our ideal CEO will work with us to develop and deliver our strategy, recognise and nurture relationships, and work and respond creatively, with a clear focus on our goals and charitable objects. The CEO role provides extensive opportunity to add something special and help us realise our vision.

The Society is looking for an applicant who will enjoy the challenge of helping us to deliver an expanding programme of services to our beneficiaries in a changing social and technological world, while also building a sustainable funding base. We would welcome an applicant who is open to new ideas and opportunities and who values variety in their work.

This is your opportunity to help develop and lead something special within the maritime welfare charitable sector. If you are strategic in your thinking, collaborative and pragmatic in your approach, then we would love to hear from you.

Peter M Swift, Ph.D., FRINA

Chairman of Trustees



ABOUT US

Founded more than 200 years ago in 1818, we are a Christian charity dedicated to caring for merchant seafarers: the 1.6 million men and women who keep the world's economy moving.

We reach out to them where they work, on board the huge variety of cargo and passenger ships in many of the world's key ports, and to their families and communities at home.

Our chaplains and volunteers help hundreds of thousands of seafarers each year. We extend a hand of friendship, hospitality and pastoral care to everyone we meet, and offer practical help, like phone cards to connect with loved ones at home, the latest newsprint in many languages and access to Wi-Fi hotspots.

We provide a wide spectrum of services – from chaplaincy and spiritual guidance to welfare support, access to education and financial help for those in desperate need.

CHANGING LIVES AROUND THE WORLD

SAILORS' SOCIETY WORKS IN 30 COUNTRIES



SUPPORTING SEAFARERS AND THEIR FAMILIES

TECHNOLOGY



Our chaplains used the
Ship Visitor app to report and
share information on

13,371
ship visits

SCHOLARSHIPS



We invested in the future of the
maritime industry by providing
scholarships to the sum of

£52,000
for students and cadets

INFRASTRUCTURE



We built a new school and community
storm shelter in the typhoon-hit
island of Lipayran, Philippines for

800
pupils

WELLNESS



We provided our Wellness at Sea
programme to 18 companies and
24 maritime schools in

10
countries

WHAT WE DELIVER



WELLNESS

Our innovative Wellness at Sea coaching programme, e-learning platform and free app help seafarers stay physically and mentally fit for the pressures they face every day. The programme also helps maritime companies achieve the best performance from their crews by maintaining high levels of welfare. We provide training both in class and online, working in partnership with companies and colleges.

CRISIS

Our 24-7 Crisis Response Network of specially trained chaplains provides a rapid response trauma care and counselling service for survivors of piracy attacks, natural disasters and other crises at sea. Our chaplains and family support officers also care for seafarers' families when crisis hits, offering emergency grants and helping them cope with the trauma of a loved one's injury, imprisonment or death.



SCHOOLS

From improving school facilities to helping raise up the next generation of seafarers, we support schools in seafaring communities that need us. We've built classrooms and school boats to stop children from having to swim to school in the Philippines, run clubs to give seafarers' children skills and confidence to improve their futures and funded a primary school in a deprived port town in Ghana.



COMMUNITIES

We also work in seafaring communities around the world, providing grants and running projects to meet local needs: from healthcare for retired seafarers in India to water and sanitation projects in Bangladesh and Myanmar. In the Philippines, home to nearly one-third of the world's seafarers, we've built homes, medical centres and other facilities for communities devastated by Typhoon Haiyan.

MARITIME EDUCATION

We invest in the future of global seafaring by providing training for young people who would be unable to pursue a career at sea without financial support. We provide total funding for a select number of maritime scholarships in Singapore, Poland, Greece and the Philippines, as well as offering grants to maritime students in a number of countries around the world.



TECHNOLOGY

We're always looking for ways to improve our service and provide the best care for seafarers. That's why we have developed a growing suite of apps, which have attracted huge interest in the industry and charitable sectors.

Our ground-breaking ICMA Ship Visitor app allows chaplains to report and share data in real time, providing continuity of care around the world. The app has been made available to all members of the International Christian Maritime Association, revolutionising the way in which chaplaincy services are delivered.

Our Wellness at Sea app complements our award-winning Wellness at Sea programme by putting physical, mental, emotional and spiritual welfare in each seafarer's hands and connecting them to valuable support networks.

THE ROLE OF CHIEF EXECUTIVE

The Chief Executive will lead a skilled team to deliver good, sustainable performance of the Society. The CEO will be responsible for the management of the organisation as it evolves and will be required to achieve the objectives set out in the strategic plan, to be developed with the Board of Trustees.

The duties of the Chief Executive Officer shall include:

- The management and leadership of the Society in accordance with the strategy, policy and guidelines laid down by the Board of Trustees, the regulatory and legislative provisions of the Charities Commission and within the guidelines of the budget adopted by the Board.
- Development and maintenance of internal control and management reporting systems that keep the Board well informed about compliance with standards and performance in relation to agreed plans and objectives.
- Reviewing the current strategy and work with the Board of Trustees to develop the strategy to 2025
- Serving as the custodian for the safeguarding and welfare of our beneficiaries, staff and volunteers to ensure that the activities of the Society meet best safeguarding criteria and outcomes.
- Being an informed and effective spokesperson and advocate for the Society in the media. Being able to convert media presence into increased magnitude and diversity of income for the Society.
- Determining an appropriate resourcing mix involving the management team, staff and outsourcing.
- Problem solving to reflect the work of the charity in some difficult parts of the world.
- Development of appropriate strategies to optimise resource utilisation in pursuit of agreed plans and objectives – e.g. information technology strategy, financial strategy.
- Providing leadership in the development of the management team, staff skills, career development and appropriate culture for the organisation blending the business imperatives with the purpose, philosophy, values and ethics of the Society.
- Consulting closely with the Chairman in the development of Board meeting agendas, committee work, preparation of minutes and resolutions requiring approval.
- Supervising the presentation of accounts, financial records, marketing proposals, management reports and all records necessary to ensure the delivery to the Board of timely, accurate and relevant information concerning the operations of the Society.

PERSON SPECIFICATION

The successful candidate is ideally an existing CEO with experience of reporting to a Board of Trustees in a purpose-based organisation. A high potential senior manager with experience of reporting to a Board who is deemed to be ready to take on a CEO role may be considered where the candidate is exceptional.

Organisational partnership and negotiations at this level require skill to work with the Trustees, executives, corporate and individual donors, media and key stakeholders.

Knowledge of the maritime industry would be helpful but not a critical prerequisite. The Chief Executive will need, however, an appreciation of the industry issues and challenges, plus awareness of the disruption and innovation caused by technology, regulation, demographics and evolving industry demands.

The successful applicant will require:

- A minimum of 5 years' experience in a senior executive management role.
- Thorough knowledge and expertise in organisational management and the ability to lead and inspire a high performing team.
- Experience of reporting to a Board.
- A personal affinity with the values of the Society and commitment to the diverse needs of the maritime community.
- Demonstrated managerial and financial experience of directing and control of delivery and provision of services across borders, cultures and time zones.
- Proven success in fund raising with achievement of good results in successfully diversifying and growing sources of income.
- Strong understanding of delivery of tangible benefits and outcomes to the beneficiaries served by a leading international charity, supported by a track record and knowledge of corporate governance, quality assurance, financial management, delivery of agreed performance objectives and risk management.
- Demonstrated effectiveness and experience in leading and representing a charity to corporate and individual donors, governments, media, and workers in the field delivering services on a daily basis.
- Proven ability to develop, implement and monitor performance of Strategic and Business Plans.
- Maintenance and ongoing development of policies and procedures to govern the operation of the organisation, including the provision of a safe and supportive working environment for all staff and beneficiaries.
- An understanding of how to transform IT systems and technology to help an organisation to deliver more effectively.
- Ability to work as the spokesperson for the Society in media, marketing and advocacy.

- Sound understanding of contemporary charities policy, innovation and system improvement.
- A Bachelor's degree and ideally further post-graduate qualifications in management and corporate governance are preferred

The successful candidates will display the following personal qualities and attributes:

- A collaborative and inclusive leadership style, combined with generosity of spirit.
- The personal authority and credibility to inspire and command wide respect and confidence, both internally and externally.
- A commitment to the development of colleagues and a management style that empowers staff.
- Open and transparent; dynamic and communicative; approachable and inclusive.
- A strong duty of care to all our beneficiaries, staff and stakeholders.
- The ability to lead an organisation, motivate a team and work with the Trustees to build a strong, effective and high-performance culture.
- High level strategic and analytical skills; problem solving and negotiation skills.
- Proven ability to manage organisational change effectively.
- High level written and verbal skills including the development and presentation of tenders, submissions, policies and plans.
- Well-developed organisational skills, including an ability to set priorities and pursue tasks to completion.



TERMS OF APPOINTMENT

- The role is based at Sailors' Society's offices in Southampton.
- This is a senior appointment in the organisation and appropriate remuneration will be agreed with the preferred candidate.
- A Police Record Check and regulator (Charities Commission) due diligence will be required
- Candidates must be permanent residents of the UK or hold a current, valid visa.

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to Sailors' Society on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments, using code LAEARA

Click on the '**apply**' button and follow the instructions to upload a CV and cover letter.

The closing date for applications is noon on **Monday 6th April 2020**.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please **do not** include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.



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