**Chief Executive Officer (CEO) of a Fishing and Seafood Association – Draft Role Specification**

Introduction to the named association.

Outline of the objectives and work programme of the named association

**The Role**

**Purpose**

The Chief Executive Officer is the executive driving force of the organisation and is accountable to the Board and answerable to the associate members of the Association.

Within this role, the CEO will be expected to oversee all operations to ensure the delivery of the objects of the Association. This work will include, but is not limited to, membership development and growth, policy development, and marketing and communications. The CEO will also be expected to develop and recommend strategies for the Association as well as communicating these strategies to an internal and external audience.

## **Duties:**

* Leading the development of the Association’s short and long-term strategies, ensuring their alignment with agreed objectives, and advising the Board
* Making corporate decisions within the terms of delegated authority, and managing the overall operations and resources of the Association.
* Communicating a uniform vision for the Association and making sure that it is understood and acted upon.
* Communicating and networking, on behalf of the Association, with associate members, corporate, cultural, public and voluntary organisations, and the public.
* Identifying and securing funding opportunities
* Maintaining awareness of the policy landscape and industry developments, etc.
* Keeping up with industry news and trends
* Ensuring value for money, regularity and propriety.
* Evaluating the work of others working within or for the Association to ensure high standards of performance are maintained.
* Developing fresh ideas for the running of the Association.
* Monitoring and evaluating the effectiveness of the Association and producing regular financial and performance reports for the Board.
* Ensuring adherence to legal requirements and in-house policies to maintain the legal, business and ethical obligations and standards.
* Fostering a positive and inclusive culture in the Association.
* Identifying and analysing problematic situations and finding solutions.
* Ensuring the Association fulfills the requirements to meet the annual community interest test.
* Taking any decisions and actions required to help the Association minimise costs and increase income, consistent with the objectives and strategy of the Association.

## **Skills and Qualifications**

**Essential**

* Experience of management at a senior level
* A high level of business acumen.
* Understanding of the fishing and seafood industry and the regulatory environment in which they operate.
* Enthusiasm to develop further knowledge about all aspects of the fishing industry.
* Comfortable meeting and working with corporate, cultural, public and voluntary organisations at all levels, as well as all stakeholders and members of the general public.
* Strong leadership skills and able to inspire others.
* Strategic thinker and the ability to see the big picture.
* Strong organisational ability and excellent attention to detail.
* Sound budgetary and financial planning skills
* Well developed communication skills, including written reports, and a confident advocate.
* Ability to be decisive in high-pressure situations.
* Ability to forge strong working relationships with external delivery partners.
* Competent ICT skills, including Microsoft packages, such as Outlook, Word, Excel and PowerPoint.

**Desirable**

* Experience of working in or with the fishing industry.
* An appropriate professional or academic qualification relevant to the fishing industry
* Experience of successive bid writing
* Experience in corporate governance and acting as a Company Secretary
* Full driving licence and access to a car insured for business use.

**Location**

To be completed.

**Compensation**

To be completed.