



**Remuneration:** Salary from £40k (offer increasing dependant on relevant experience), plus 28 days holiday plus pension.

**Job status:** Permanent full-time based upon a 37.5 hour working week. Flexible hours and working supported.

**Reports to:** THS:UKI Chief Executive

**Job location:** This is a flexible home-based role with occasional travel for meetings and events.

**Purpose:** This key and exciting role makes the post-holder a focal point of the Hydrographic sector, with responsibility for the day-to-day management of THS:UKI and its finances in line with the objectives of the organisation to maintain and support the membership body. You will support the promotion of the society and Hydrographic profession through delivery of THS:UKI events, publications, media platforms and supporting the Chief Executive Officer with the implementation of the Strategic Plan.

**Core Aims:** Ensuring the society operates effectively and meets its obligations through the administration of financial accounts and compliance reporting, encouraging internal and external engagement and supporting senior management with the implementation of strategies which develop the relevance of THS:UKI. The post holder will have policy, process and expenditure related decision-making authority relevant to the position, to support the delivery of the publication and events programme. This includes deployment of resourcing within delegated limits, or if beyond that to make recommendations to senior management with regards to expenditure.

### **Responsibilities and Duties**

#### **Operational:**

- Management of THS:UKI's operations and obligations.
- Under direction from senior management, organisation and management of the delivery of conferences and events programme.
- Under the guidance of the Chief Executive Officer, delivery of the correct administration of THS:UKI as a company and charity.
- Timely production and delivery of corporate and compliance reporting.
- Liaison with and support of THS:UKI Regions and IFHS as required.
- Supporting senior management with implementation of strategies which develop the relevance of THS:UKI.
- Responsibility for ensuring compliance with rules and regulations governing the Health and Safety of Staff.

#### **Membership:**

- Supervision of the administration of all memberships, accreditations, and associated payments.
- Maintenance and growth of membership levels, hence growing the financial value of individual and corporate memberships to the organisation.

**Media and publications:**

- Editor for THS:UKI media and publications, ensuring that they are produced and delivered on time. These include but are not limited to: -
  - *soundings* magazine;
  - E-bulletin
  - THS:UKI website
  - Social media (currently LinkedIn and Twitter)
- Contribute to the growth of contributing authors and advertisers.
- Develop and maintain regular engaging social posts.
- Produce marketing material to promote THS:UKI.
- Promote awareness of hydrography and the hydrographic profession.

**Personnel:**

- Management of one direct report (IFHS Accreditation and Operations Coordinator) and sub-contracted personnel where appropriate.
- Providing leadership, motivation, and training of staff, encouraging employee engagement and development.

**Communications and Working Relationships:**

- Build and maintain relationships with internal and external stakeholders:
  - Internal –The Board, The THS:UKI Regional Committees, Staff.
  - External – IFHS, The Corporate and Individual membership as well as key stakeholders. including the IHO, IMO and National and International Hydrographic and Marine Science community, Sub-contractors and Suppliers.

**Decision Making Authority:**

- The post holder will have policy, process and expenditure related decision-making authority relevant to the position to support the delivery of the publication and events programme including deployment of resourcing within delegated limits, or if beyond that to make recommendations to senior management with regards to expenditure.

**Financial:**

- Administration and compliance of financial accounts under the guidance of the Finance Director.
- Delegated Authority for operational expenditure of £2.5K.

**Report Preparation:**

- Preparation of regular operational, financial, and corporate and compliance reporting.
- Responsibility for official output including all products and written reports including quality control, proofing, and approval.
- Preparation of monthly management report with focus on agreed KPI 's which reflect organisational and individual performance and objectives.

**Diversity, Inclusivity and Ethics:**

- Ensuring that the organisation is compliant with legal and business ethics.
- Ensuring that the organisation is abreast of and compliant with its legal and moral obligations with regards to inclusivity and diversity and that the organisation does not discriminate on the basis of race, age, religion, gender identity, disability or sexual orientation.

## **Candidate Specification**

### **Essential:**

- Proven experience in delivering business objectives.
- Strong writing and verbal communication skills, with the ability to present complex information in an accessible style.
- Familiarity with editing a website, journal, or newsletters.
- Capability in events management, preferably catering to national and international audiences.
- Strong organisational skills with the ability to manage multiple objectives simultaneously.
- Good negotiation and influencing skills.
- Confidence when engaging with senior stakeholders.
- Comfortable engaging with all sectors of the Hydrographic and associated industries including managing relationships with a broad range of stakeholders.
- Able to work independently and to prioritise work set by senior management.
- Adapts well to changing situations and priorities. Expected to be flexible in their duties and carry out any other duties commensurate with the role which fall within the general scope of the job, as requested by the Chief Executive Officer or senior management.

### **Desirable:**

- Experience of working within the Charity or not-for-profit sector is desirable.
- Educated to degree level or equivalent professional qualification.
- Experience in a scientific related discipline, preferably in the hydrographic / marine / other relevant sector.

## **THS:UKI**

The Hydrographic Society UK, operating as The Hydrographic Society UK & Ireland, is an independent, non-profit making, non-governmental, learned professional society. It provides a forum for all those involved in activities related to hydrography and associated disciplines, both in the UK and overseas. THS:UKI encompasses a wide range of specialisms and activities. Our Individual and Corporate Members operate in many sectors including surveying for nautical charting, offshore resources, construction, engineering, renewable energy, environmental monitoring, oceanography, geology and the manufacture and supply of related products.