



Candidate Brief and Job Outline

For the position of

Chief Executive The White Ensign Association Ltd

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Background

The Council of The White Ensign Association Ltd are seeking to appoint a new Chief Executive to succeed Captain Keith Ridland RN, who retires at the Association's next AGM in November this year. The White Ensign Association was founded in 1958 as a charitable company limited by guarantee. Its objects were to help personnel of all ranks leaving the Royal Navy and Royal Marines with both civilian employment guidance and personal, confidential and unbiased financial advice. A further object of the charity was to assist those considering setting up their own business. Over the years the Association has steadily grown in operation, output and importance and is now firmly established as a prime link between the serving Royal Navy and the City, commerce, and industry. Its roles remain as originally established and the current staff also provide presentations on resettlement, personal finance, employment and redundancy to naval personnel and also give broad guidance to serving and former members of the Naval Services on a wide range of general welfare matters.

The Role

The Chief Executive has overall responsibility for all aspects of the charity's business. He is currently supported by a small team of three (shortly to be four) staff and is responsible to the Association's Chairman, Mr Roger Taylor, and Council of Management for delivery of the Objects of the Association, together with its annual objectives.

Specifically the Chief Executive is responsible for:

- The day to day management of all aspects of the charity and its staff under the strategic direction of the Council of Management.
- Advising the Council on strategic objectives and priorities and, once agreed by the Council, implementing policy changes to meet business aims and imperatives and better serve the naval community.
- Ensuring that the Council is properly advised in respect of its statutory responsibilities and that Directors are regularly updated on relevant risks and mitigating strategies.
- Ensuring the good administration and active management of appropriate governance and risk management procedures, in collaboration with the Company Secretary.
- Supervising the arrangement of regular meetings of the Council of Management and the Finance and General Purposes Committee and providing regular reports to both committees on the charity's activities, output and progress.
- The allocation of staff responsibilities within the charity to achieve best possible client coverage and output.

- Coverage of a geographical casework area (to be designated), including the undertaking of presentations and personal interviews on resettlement, personal finance, civilian employment, redundancy and financial capability.
- Liaising with senior officers, appropriate staffs and individuals of the Royal Navy and MOD(Navy) to facilitate and develop the work of the Association and ensure that the deployment of the Association's resources are best matched to the requirements of the Royal Navy and Royal Marines.
- Oversight of the Association's financial activity, in consultation with the Director of Finance.
- Producing the Annual Report of the Council for approval at the Association's AGM prior to submission, together with the Audited Accounts, to Companies House and the Charity Commission. Also editing an Annual Review of charitable activity for circulation within the Royal Navy and Royal Marines and to company and individual members, advisors and supporters.
- The marketing of the Association's services.
- Liaising with other maritime and Armed Forces charities including attendance at meetings of the RN CEOs Group and the Confederation of British Service and Ex-Service Organisations (COBSEO). Member of the COBSEO Early Service Leavers Working Group.

The Candidate

The ideal candidate will be a widely respected, personable individual and will have served (or be serving) in the Royal Navy or Royal Marines. Experience of some charity or welfare work will be an advantage. He/she will be likely to:

- Have attained the rank of, at least, Commander or Lt Col RM.
- Be an individual of high integrity with outstanding people skills at all levels. A natural listener, with sound judgment and possessing a naturally caring, compassionate manner that quickly gains the confidence and trust of others.
- Have strategic vision, clarity of thought and proven managerial skills, able to influence people and to build partnerships at all levels both within the naval community and with business.
- Be an energetic, confident and effective leader with the vision to sensibly manage and develop the charity during a demanding period and within limiting resource constraints.

- Possess financial management skills, including some experience of developing financial plans and a working knowledge of company balance sheets and accounts.
- Have an established interest in and knowledge of personal finance matters.
- Possess a firm interest in working for a charity and in helping individuals with personal matters often of a sensitive and confidential nature.
- Have outstanding communications (both written and verbal), organisational and administrative skills.

Terms and Conditions

The salary for this post is attractive. For further information, contact the current Chief Executive, Captain Keith Ridland, on Email: keith.ridland@whiteensign.co.uk or Tel: 07827 885513.

The Association will pay 8% of salary into a personal pension scheme of the incumbent's own choice. A company car may be provided if necessary for the performance of the role.

Application and Selection Process

All applications will be acknowledged. Candidates wishing to apply should submit the following information by email or letter:

- a. A detailed CV to include names and contact details of two referees.
- b. A covering or supporting statement which addresses the role and candidate criteria set out in this document.

Letters of application should be forwarded to:

The Company Secretary, The White Ensign Association Ltd, HMS BELFAST, Tooley Street, London SE1 2JH.

E-mail applications should be sent to: mike.howell@whiteensign.co.uk

To arrive no later than 22nd June 2011.

It is anticipated that interviews of those shortlisted will take place on 6th July 2011.

Conclusion

This is an outstanding opportunity to lead a charity unique within the three Services and at a very challenging time. If you believe that you have the skills and energy for the post, and possess a passion for helping serving and former naval people, please do apply.