

The information provided in this Job Description is given to ensure that the post holder has the best opportunity of understanding what is required to be effective in the post. It is not intended to be prescriptive in every detail and it is expected that the post holder will be as positive and flexible as possible in using this as a framework.

Job Description

Job Title:	Chief Executive
Accountable to:	The Board of Trustees via the President
Responsible for:	All IFST employees
Location:	London
Status:	Full Time, Permanent

The Position

To provide overall leadership with support from the President and Board of Trustees in developing and delivering a strategy for sustainable growth whilst raising the Institute's profile. Ensuring the Institute is run efficiently and effectively in line with its charitable object and the long-term strategy agreed with the Board of Trustees. To provide clear direction to the Institute's Executive team, engaging and involving its members in all activities.

This role is responsible for all areas of the Institute's delivery including:

- Strategic and business planning
- People and resource management
- External relations and profile raising
- Financial management and controls
- Ensuring effective governance

Strategic and business planning

- Performs a key leadership role along with the Board of Trustees in determining and communicating the overall strategic direction of the Institute.
- With the input from the IFST Executive team, creates and ensures delivery of a rolling business plan which supports and aligns to the strategic plan, ensuring this is communicated to and involves the Executive team, the Board and wider membership
- Identifies and recommends new areas of activity that support the Institute's objectives and which will contribute to the growth of the Institute
- Actively monitors and reports to the Board the overall performance of the Institute against agreed KPIs and targets within the business plan

People and resource management

- Overall responsibility for the effective operation of the Institute's activities delivered through the Executive team and membership committees / groups to ensure continuing high standards of service delivery across all its activities

- Ultimately accountable for all HR management activity including recruitment, selection, training and development and performance management in line with legal requirements and within agreed authority
- Maintains and reviews employee terms and conditions and the Employee Handbook in line with legal requirements, other benchmarked organisations and based on guidance from our external HR advisors making recommendations for change to the Remuneration and Benefits Committee where appropriate
- Reviews current and future resource requirements highlighting to the Remuneration and Benefits Committee any recommended changes to salaries, bands, roles and overall team structure
- Authorises contracts with third party suppliers and contractors on behalf of the Institute (following appropriate approval where necessary)
- Provides input and guidance to IFST Committees on the effective delivery of their remit

External relations and profile raising

- Ensures the Institute's activities and plans are clearly and effectively communicated to the Board, members and other stakeholders
- Promotes the Institute on a national and international level, acting as a key representative of the Institute for external engagement
- Develops and maintains key strategic relationships in support of the Institute's activities (together with the IFST Executive team)

Financial management and controls

- Overall accountability for the delivery of the Institute's activities to agreed budget and investment plans
- Works collaboratively with the Hon Treasurer and IFST Executive team to prepare an annual budget for Board approval
- Monitors the Institute's performance against the agreed budget
- Authorises payments within agreed limits of authority
- Manages and controls the payroll through third party providers

Ensuring effective governance

- Appointed as Company Secretary and charity contact for the organisation
- Ensures all legal and statutory requirements are met, policies and regulations are reviewed, up-to-date and followed including the delivery of the annual audit, financial statement and trustees report
- Provides guidance to Trustees on 'good practice' and supports Trustees in receiving adequate governance training
- Ensures that the Institute is focussed on delivering its charitable object

See next page for Person Specification

Person Specification

Criteria	Essential	Desirable
1. Knowledge	Charity and business governance Financial and management controls Knowledge of the food (or associated) sector	Strategic understanding of the food sector and food production challenges from an FS&T perspective Understanding of educational and professional development A broad understanding of the activities of professional recognition bodies Charity finances, governance and reporting (SORP and SOFA).
2. Skills	Exceptional communication skills, both written and verbal Strong leadership and people management skills with a track record of developing high performing teams Strategy and business planning skills	Project management skills
3. Qualifications/ training	Degree level qualification (or equivalent experience)	
4. Experience	Experience working at a senior management level	Experience running a charity or not-for profit organisation Experience working for a professional membership body – especially science or engineering. Experience of working at a senior level in the food sector
5. Competencies	Strong strategic thinker Conceptual/creative thinker Clear decision-maker Confidence to engage with and influence individuals at all levels	
6. Other	Energetic and proactive Creating an organisational culture that is positive, progressive, respectful and open, with a strong understanding and application of EDI principles Trustworthy/reliable	