INSTITUTE DIRECTOR

The Royal Institute of Navigation www.rin.org.uk is a Learned Society and a UK Registered Charity, operating under Royal Charter. The Institute wishes to replace the current Director on his retirement from 1 January 2017. The initial appointment shall be for 5 years (and subject to renewal thereafter), over which time the successful applicant will be required to deliver a balanced budget.

The Director is effectively the CEO, responsible for day-to-day management of the affairs of the Institute, subject to the general direction and control of the all non-executive Council; the incumbent also holds the office of Company Secretary of the Institute.

This full-time post is based in London SW7 and involves leading a team of 5 staff who meet the needs of around 2,200 members. The Director is also required to represent and to speak on behalf of the Institute, acting as first point of contact with media, as well as act as Chairman of the Editorial Advisory Board for The Journal of Navigation, and Managing Editor of the in-house magazine Navigation News.

The preferred candidate will have the following skills and qualities:

- Demonstrable knowledge and experience of navigation in the round, be it by Land, Air, Sea or Space.
- Demonstrable strategic management skills in the public, private or charitable sectors
- Strong interpersonal and presentational skills
- Demonstrable ICT literacy, knowledge of and familiarity with Microsoft Office
- Experience of and competence in management level accounting.
- Experience with contract management and procurement
- Established in-office and personnel management.

Salary offered is in the band of £55,000 to £65,000, with further annual increments determined by Council. An additional 9% is paid to a non-contributory pension scheme. An interest-free travel loan is also available.

Applications in the form of a c.v. and a covering letter should be sent to the President at the address below, or to presidentt@rin.org.uk no later than 9 September 2016. Selective interviews will take place in September/October and the appointment announced in late October. The appointee will spend up to 20 days in the Institute during November and December, for which one month’s salary will be paid.