

DETAILS	
Role Title	General Manager
Reporting To	Chair
Direct Reports	Two
Role Type	Permanent. Full Time
Role Level	C
Location	London
Role of the SSI	<p>The Sustainable Shipping Initiative (SSI) is an ambitious coalition of shipping leaders from around the world, which is taking practical steps to tackle some of the sector's greatest opportunities and challenges. The group is working to achieve a vision of an industry in which sustainability equals success. It is the first time the shipping industry has joined forces on such a cooperative global scale to tackle big sustainability issues. The ultimate goal is to show that collaborative action is possible, and to mobilise support across the industry, demonstrating that shipping can contribute to – and thrive in – a sustainable future. The SSI is hosted by Forum for the Future ('Forum') who provide office space and services under a service level agreement.</p>
Role Context	<p>The principal function of this role is the development, growth and success of the SSI and the driving forward of change within a conservative industry for the shift needed to be sustainable long term. The role will develop strategy with the Chair and board, ensure the timely delivery of the strategy and the objectives, build the external profile of the SSI as the voice of the shipping industry on sustainability and position the SSI for effective influence of the regulators. The role is responsible for the day-to-day operation of the SSI.</p>

KEY ACCOUNTABILITIES AND RESPONSIBILITIES	
Accountabilities	Responsibilities
Delivering outcomes and projects to meet expectations and objectives to transform the industry.	<p>Develops strategic direction and initiatives, working with the Chair for board/member approval. Implements the agreed strategy, reporting to the board and members. Continues to build and cement the reputation of the SSI as the practical voice of the industry on future sustainability using SSI key documents, research and member case studies to communicate and drive the need for change. Engages with external organisations and peers to build common positions and leverage the SSI impact. Develops and implements work plans, projects and research to meet the needs of the strategy and as directed by member work groups. Drives the agenda for workstreams to ensure progress and acts as meeting chair. Develops and implements, with advisors, a PR strategy to</p>

	<p>establish the SSI as the voice of the industry on shipping sustainability. Preparation of press releases and statements. Present or speak at selected conferences or events. Engage on social media as agreed.</p> <p>Maintain awareness of developments in the marine, environmental and sustainability arenas.</p> <p>Develops the board agenda with Chair and ensures the timely preparation of papers.</p> <p>Planning and implementation of member and senior executive meetings and associated arrangements.</p> <p>Preparation of meeting agenda's and papers.</p> <p>Reports to board and members on progress against objectives.</p>
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The economic and commercial operation of the SSI	<p>Prepares and monitors budgets.</p> <p>Accountable for the Income/Expenditure and cash flow.</p> <p>Negotiates SLA's and services contracts with providers.</p> <p>Manages financial risk.</p> <p>Recruit, engage, manage and develop requisite staff.</p> <p>Undertakes staff performance reviews and recommends remuneration adjustments.</p> <p>Fee invoices issued on time and debtor management.</p>
Sells and Develops the membership.	<p>Maintains good communications with all members.</p> <p>Provides regular updates and periodic newsletters.</p> <p>Identify, canvas and develop potential members and recruit subject to member approval.</p> <p>Maintain a database of target members and develop an engagement strategy for conversion to membership.</p>
Maintains compliance.	<p>Submission of reports to HMRC, Charity Commission etc.</p> <p>Acts as an Authorised Person (HMRC)</p> <p>Acts as Company Secretary.</p> <p>Maintain the mandatory registers and files, including the Register of Members, Risk Register, board minutes etc.</p> <p>Prepare, update and maintain policies for operation of the SSI and ensure review by the board on rotation.</p> <p>Compliance with employment, company and charity law.</p> <p>Implementation of best practice where practicable.</p> <p>Reports to the board on all aspects of compliance and any omissions.</p>

KEY RELATIONSHIPS
<p>Internal</p> <ul style="list-style-type: none"> <li>• Direct reporting relationship to Chair</li> <li>• Managing and collaborative relationship with direct reports</li> <li>• Networks with Forum management and specialists.</li> </ul>

- Strong working relationship with Accounts, IT and HR staff with Forum
- Strong working relationship with SSI trustees

#### External

- Strong working relationship with all members
- Strong working relationship with PR advisors
- Networking relationship with information providers, media.
- Networking relationship with conference and seminar providers
- Strong network with shipping industry peers and companies.
- Networking relationship with environmental and sustainability peers and organisations.
- Good relationship with marine industry regulators.

### QUALIFICATIONS AND EXPERIENCE

#### Required:

- Experience of leading a large project or initiative and getting results
- Experience of designing and running projects that are about creating change
- Excellent relationship management and networking
- Strong interest in sustainability and environmental issues.
- Good knowledge of the shipping industry and/or sustainability.
- Excellent communication and influencing skills both written and verbal.
- Good presentation/ speaking skills
- Some experience of facilitation and consensus building processes and meetings.
- A track record in business development/fundraising/ sales to secure funds
- Good operational management
- Good financial management and budgeting. Very good numeracy skills.
- Able to work flexibly, adapt and find new solutions
- Experience of managing a team
- Able to work as part of a small team, without close supervision and to deadlines. Able to prioritise tasks, good time management skills.
- Demonstrates attention to detail.
- Strong listening skills.
- Eligible to work in the UK.
- Able to travel internationally.

#### Useful:

- Seagoing experience or experience in a ship owning or operating environment.
- Understanding of marine technology..
- Some knowledge of charities, NGO's.
- Strong facilitation skills
- Experience of influencing and lobbying.
- Experience of management of a network or membership organisation

COMPETENCY LEVEL REQUIRED FOR THE ROLE					
0	1	2	3	4	5
Limited Understanding	Clear Understanding	Basic Application	Comprehensive Application	Advanced Application	Mastery
Generally unable or not required to understand this competency or behaviour.	Understands and considers this competency or behaviour in their work but unable to apply this competency or behaviour consistently	Uses this competency or behaviour intermittently. Can apply this competency or behaviour to less complex situations or contexts.	Effectively practices and applies this competency or behaviour to more complex situations and contexts on a regular and consistent basis.	Able to apply this competency or behaviour in highly complex, dynamic and challenging situations.  Has deep specialist knowledge and experience of this competency or behaviour and is recognised as having specialist expertise.	Demonstrates leading edge knowledge and experience of this competency or behaviour.  Able to apply in any and all required situations.  Acknowledged and used as an expert, especially in solving the most difficult challenges.

COMPETENCY		COMPETENCY RATING					
		0	1	2	3	4	5
1. Knowing the SSI	Develops a comprehensive understanding of the SSI, its plans, objectives, strategies.					X	
2. Understanding the SSI and shipping industry context	Demonstrates a sound understanding of the SSI NGO environment and shipping industry context.					X	
3. Taking personal accountability	Holds oneself accountable for own behaviours, actions, decisions and outcomes.					X	
4. Building and maintaining inter-personal credibility	Instils in others confidence in both the individuals' and the SSI's intentions, abilities and actions.					X	
5. Applying commercial and practical rigour	Applies rigorous and effective business management practices in an NGO environment.					X	
6. Creating value adding solutions	Develops and implements solutions and practices that deliver improved efficiency and services.					X	
7. Understanding the 'customer'	Develops and sustains an in-depth knowledge of the members and stakeholders business and activities, including their needs, challenges and relationships.					X	
8. Maximising value for the SSI and its members	Delivers maximum value through identifying and driving proactive and collaborative opportunities to achieve the Vision2040					X	