

the
seafarers'
charity



Chief
Executive



Starfish

Welcome

Thank you for your interest in the role of Chief Executive of The Seafarers' Charity.

The Seafarers' Charity, previously the King George's Fund for Sailors, and more latterly Seafarers UK, provides vital support to seafarers in need and their families by giving grants to organisations and projects that can make a real impact to their lives.



After three successful years leading the charity, Catherine Spencer is stepping down and we are now looking for a new Chief Executive to lead the organisation through the next stage of its voyage. During her tenure Catherine has worked with the General Council, Senior Leadership Team and staff team to develop our strategy, 'Thrive'. This has included identifying five strategic outcomes, our vision and mission, and introducing research and advocacy to ensure that we understand the problems that lead to disadvantage.

Our brand change to The Seafarers' Charity has been hugely successful and we are well recognised in the UK and internationally. We work with many partners to improve life for seafarers. During COVID-19 and the Ukraine Crisis we have developed and delivered humanitarian aid through our Seafarers International Relief Fund, cementing our work with our delivery partners and the maritime sector.

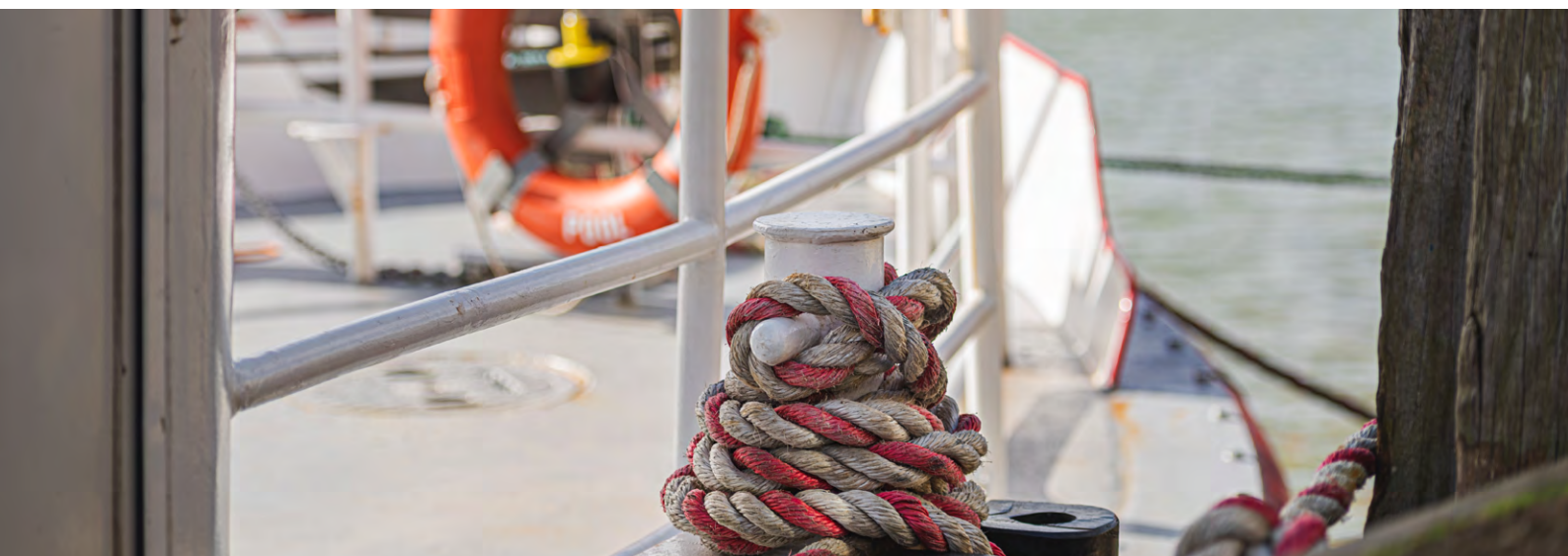
We are looking for a proven leader who will build on the charity's current work, whilst further developing and delivering its vision and strategy. The ability to work collaboratively both internally and externally are crucial. The new Chief Executive will drive change and improvement, building and developing effective relationships with all our stakeholders.

As well as senior leadership experience, you will have outstanding communication skills and be able to represent us at the highest levels across government departments, with our beneficiaries and the wider public as we seek to raise our profile further. Experience of fundraising would be an advantage as we aim to further increase our fundraising potential across all income streams. You will bring strong personal credibility and, although you do not need to be experienced in grant making, you will need to have a passion for what we do and an empathy – and ideally a connection – with the maritime community.

If you consider that you have the qualities, experience and vision that we are looking for, then we would very much like to hear from you.

Yours sincerely,

Paul Butterworth AFNI
Chair of Trustees



Ambitious. Proactive. Real. The Seafarers' Charity seeks out ways to tackle the core, systemic issues so seafarers and their families can live dignified lives.

Who we are

At The Seafarers' Charity, our vision is to create 'a world where seafarers and their families are valued and free of need and disadvantage'. The Seafarers' Charity has been improving the lives of seafarers and their families for more than 100 years.

Conceived by far-sighted ship owners and officers, and championed by King George V, the KGFS is a key strand of our DNA and something of which we're very proud. Today, The Seafarers' Charity is an evolving, forward-looking charity – building on past successes but expanding our capabilities to make a genuine difference.

Our grant giving to maritime charities brings truly life-changing impact for many who work – or have worked – at sea, and their families. We reduce hardships experienced by seafarers by enabling environments where, instead, they can thrive, supporting their practical and welfare needs at home, in port and at sea, often far from home. We also enable them to connect with loved ones – and to find comfort and companionship in retirement. In a perfect world there would be no need for The Seafarers' Charity to exist, but while there is still significant need, we will keep working towards one in which seafarers can work, live, and retire with dignity.

Download our [Impact Report](#) and [Annual Review](#) to learn more.



Our Strategy

Since 1917, we've helped hundreds of thousands of seafarers and their families, at all stages of their lives, through our grant awards to expert delivery partners. Our strategy 'Thrive', launched in March 2021 has a bold vision putting those who work at sea at its heart and sets out an ambitious plan for strengthening support to seafarers in 2021-2024.

'Thrive' is a solution-focused approach for further reducing deprivation and need among all who work at sea. We'll continue to support seafarers through traditional methods as well as getting to the root cause. We want our seafarers to be able to lead dignified and independent lives.

» Our Vision

A world where seafarers and their families are valued and are free of need and disadvantage.

Integrity

We do the right thing. Compassion and transparency are embedded in how we work.

» Our Mission

Tackling the disadvantages of a seafaring life by leading collaboration, funding and advocacy to improve seafarers' lives.

Collaborative

We inspire a culture of creative partnerships to achieve the best impact and outcomes.

» Our Values

We are a responsible and reliable organisation that seafarers, donors, and delivery partners can trust. Developed by everyone at The Seafarers' Charity, we live our values in our work with our partners and throughout our charity.

Innovative

We embrace effective new ideas and ways of working.

Bold

We ensure impact through brave and well-considered decision-making.

Strategic outcomes to create better lives

We use grant funding, research, advocacy and collaboration to achieve better outcomes for seafarers in respect of their financial resilience, health and well-being, better working lives, safety and social justice.

1. Enhanced financial resilience

Seafarers and their families, at work and in retirement, have access to confidential and independent advice, information and financial help during challenging times, which can support their economic resilience and build independence. We will deliver this through information and advice lines, hardship and welfare grants, as well as access to business support for fishers.

2. Better working lives at sea

People working at sea are valued as key workers. They work within sustainable and ethical supply chains and are the backbone of the global economy. We will deliver this through virtual and port-based welfare services via an international chain of seafarer centres, port welfare committees and ship visitors.

3. Safer working lives

Seafarers are kept safe and return from their seafaring voyages without experiencing accidents or harm. We will deliver this through supporting better safety practices, risk reduction and enhanced safety culture.

4. Improved health and well-being

Seafarers and their families can obtain health and welfare services that support their mental and physical health and wellbeing at the appropriate time and location; onboard and ashore, while at sea, and during retirement. This includes suitable retirement accommodation in the community of their choice. We will deliver this through mental and physical health and wellbeing support, as well as accommodation and care homes, and initiatives to tackle loneliness and support relationships.

5. Increased social justice

Seafarers and their families have access to welfare services and programmes that are responsive to the unique needs of working at sea and provide support during retirement. This includes respect for diversity and cultural differences, reducing the fear of bullying or harassment, and supporting human rights. We will deliver this through access to services and outreach programmes, as well as diversity and inclusivity. We will encourage understanding of the concept of human rights at sea.

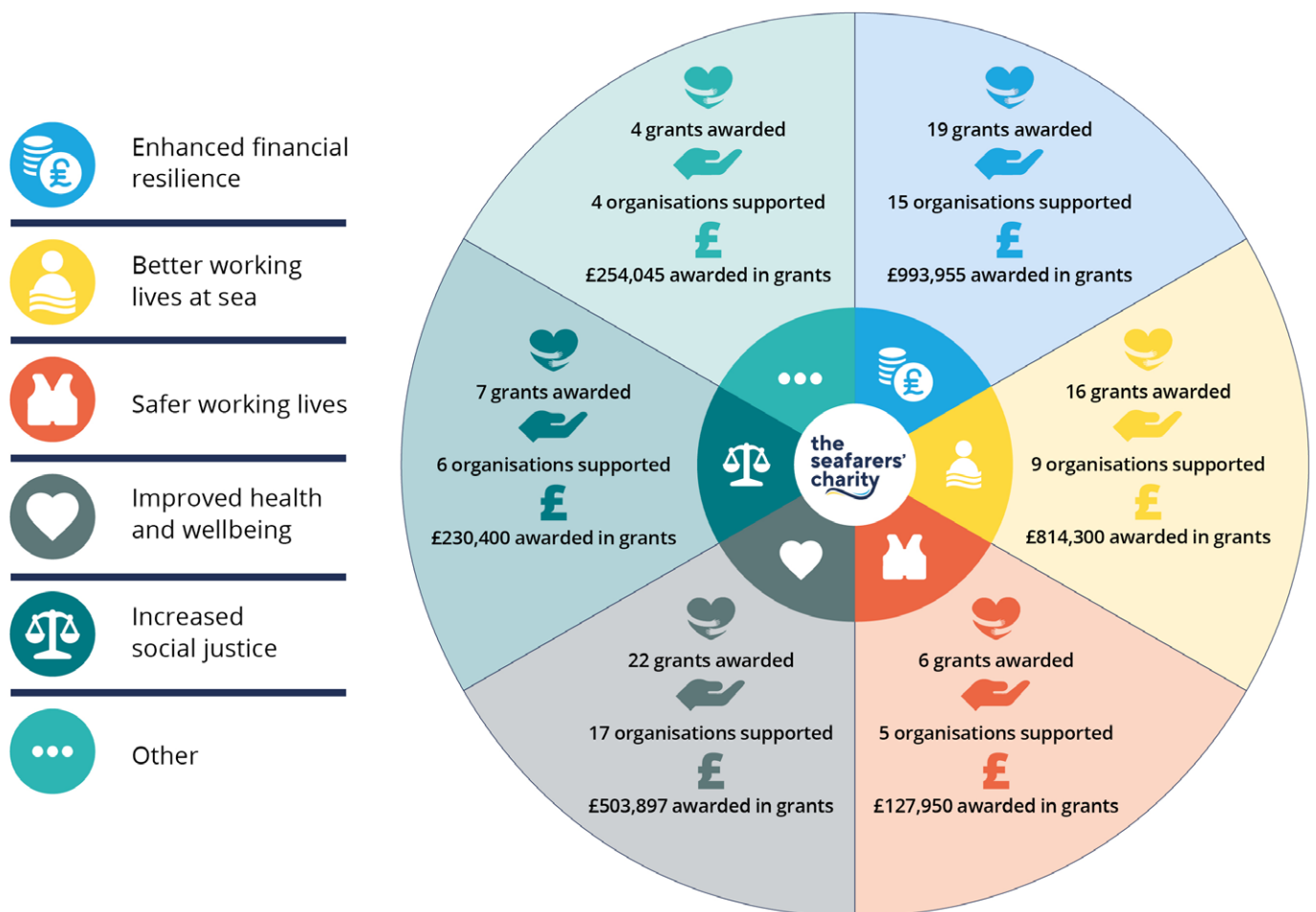
Our Impact

Supporting the well-being and welfare of active and retired seafarers.

Every year we award more than £2m in grants to support many maritime and welfare charities. But the effects of the COVID-19 pandemic brought exceptional hardship for many seafaring families.

We stepped up to the plate, awarding a total of £3,568,373 in grant funding in 2020 to support the wellbeing and welfare of active and retired seafarers during a difficult year, with 78% of grants awarded supporting both UK and visiting international seafarers, and 22% directly supporting international work.

In 2021, we awarded £2.9 million to 56 organisations and, working in collaboration with other leading maritime welfare charities and shipping industry players, launched **Seafarers International Relief Fund (SIRF)** to respond to the increasing and desperate needs of seafarers and their families resulting from the pandemic. SIRF has since raised US\$1,192,170, all of which goes towards supporting seafarers and their families from the threat of COVID-19.



Job Description

Job title	Chief Executive
Reports to	The General Council (Board of Trustees), through the Chair of the Council.
Key relationships	Senior Leadership Team and Board of Trustees.

Role Overview

- To lead The Seafarers' Charity to provide the most effective benefit and maximum impact to the seafaring community in both financial and administrative terms, as guided by the precepts of the Royal Charter (2010) and the directions of the General Council.
- To maximise Charity and sector income, ensuring an efficient organisation for the distribution of grants, using research and advocacy, and fulfilling other charitable objects.
- To produce, as directed, a Strategy for the Charity in collaboration with the Chair and Trustees and communicate this clearly to all stakeholders.
- To maintain an overview of the relative needs of all potential beneficiary groups and organisations, having regard to the Objects within the Royal Charter, and advise Trustees accordingly.

Main Responsibilities

1. Leading and Managing the Organisation

- Lead our charity, ensuring that a long-term strategy is in place which can guide the organisation in achieving its objectives.
- Champion the charity's vision, mission, policies and values by ensuring that these are consistently applied across the organisation.
- Provide inspirational leadership to the Senior Leadership Team and the rest of the charity, including the review and appraisal of direct reports.
- Collaborate and build networks within the Maritime Charity Sector, Maritime sector and further afield.
- Manage the overall financial health of the charity working with the Finance Director. Recommend the annual budget for General Council approval and prudently manage the organisation's resources within those budget guidelines according to current law and regulation.

2. Governance and Administration

- To have overall responsibility, under the direction of the Chair and General Council, for the proper Governance, compliance and administration of the Charity, including HR matters and internal communications within all departments.
- To be responsible for the balance sheet assets of the charity including its investment portfolio (managed by external investment managers and the Finance Director and property).
- To liaise with the Charity Commission (CC) and other external authorities on all matters concerned with the proper administration of the Charity, and to ensure that all operations are legal and in accordance with CC regulations, and NCVO guidance where appropriate.
- To ensure correct internal policies and procedures are in place; specifically, the annually updated Staff Handbook and Finance Procedures.
- To prepare an annual Business Plan and Budget and present it to the General Council at each December meeting.
- To provide the Secretariat for the General Council and other functional committees, and to prepare agenda, minutes and other supporting documents.

3. To serve the President, Chair, Trustees, General Council and functional Committees as required, by:

- Attending all General Council and functional Committee meetings.
- Offering strategic advice on the charity's direction and policies.
- Organising and running the Annual Meeting.
- Ensuring comprehensive induction for new trustees and keeping the record of tenure.
- Liaising with Royal Households as required.
- To act as a Director of Seaservers Ltd.

4. Personnel and Departmental

To have responsibility for the Finance Department and all internal operations:

- To prepare the Annual Report and Accounts.
- To ensure sound governance including management of the Risk Register and the Continuous Improvement Programme (CIP).
- To oversee the Development Department, and to ensure the overall efficiency of the fundraising operation and its separate component parts, as directed by the Development Committee; attending Fundraising events as required.
- To lead the Campaigning function to raise public awareness of the needs of seafarers.
- To oversee the Impact Department, and to ensure that Grants from both the Charity and any other body from whom such authority has been delegated are made in the most effective and efficient way possible having regard to all aspects of UK and Commonwealth maritime need, and the Charity's Objects, as directed by the Impact Committee.
- To oversee personal Direct Reports (Appraisals, training, PD), and to ensure a cascading Appraisals scheme is in place throughout the Charity.
- To ensure other proper personnel and management structures are in place, departmentally and overall.

5. Representation and Facilitation

- To promote the aims, values and objects of The Seafarers' Charity to both the maritime community and the general public.
- To represent the Chair as required, and to represent the Charity on the Boards and Committees of other nautical charities and institutions, acting as a trustee where required.
- To work with all associated governmental, maritime and charitable authorities towards facilitating and improving the overall efficiency of the UK nautical charitable sector.
- To liaise with Government departments, the Royal Navy, the Merchant Service authorities, representatives of the fishing fleets, and other charitable organisations about matters concerning the welfare, education and training of seafarers.
- To conduct meetings and visits to persons and organisations connected with the Charity at an appropriate level.

6. To represent The Seafarers' Charity at, and with, other maritime charities and organisations:

- Conducting day to day external business.
- Serving as a Director/Trustee/Member of other organisations as required.
- Attending AGMs and functions (e.g. Remembrance Services, Conferences) as required.
- Acting as senior link with major stakeholders (e.g. Trinity House, Merchant Navy Welfare Board, UK Chamber of Shipping, Marine Society and Sea Cadets, Royal Navy).
- Liaising with supporter groups and local committees.
- As a member of the MN Honours Committee.
- On National and Local TV and Radio (especially for Seafarers' Awareness Week).
- Being available to Maritime and Charity media as appropriate.

7. To represent The Seafarers' Charity to Government and NGOs:

- As a Board Member of Maritime UK (MUK).
- As a member of the Maritime Skills Alliance.
- As a member of the MUK People and Skills Forum.
- Attending All Party Parliamentary Maritime Groups as required.
- Providing advice to and liaison with DfT, DEFRA, MoD and other Government departments as required.

8. Authority

The Chief Executive is:

- Authorised to:
 - Correspond with the President's Private Secretary, the UK Chamber of Shipping and all other authorities and persons with whom the Charity has dealings.
 - Sign on all matters with the authority of the Chair.
 - Approve such levels of routine expenditure, its control and its sub-delegation as may be authorised by the General Council up to £100k annually.
- Given authority over all staff.



Person Specification

It is essential that in your written application you give evidence of examples of proven experience in each of the selection criteria of the person specification. These responses will be developed and discussed with those candidates invited for interview. The successful candidate will have the following skills, experience and attributes:

Knowledge and experience

- Experience of leading and managing teams at a senior management level with a track record of successful leadership of a complex organisation in a competitive, customer-focused and changing environment.
- Experience of leading an organisation through significant culture change and business improvement.
- Demonstrable track record of setting and leading organisational strategy and making key decisions with an eye for detail.
- Evidence of accountability for complex budgets with strong commercial and financial acumen.
- Evidence of understanding how Grant awarding charities work.
- Evidence of understanding fundraising.

Skills and abilities

- Highly tuned political nous with the ability to engage with stakeholders at all levels.
- Excellent leadership and people management skills with the ability to engage and inspire.
- Highly credible, with a proven ability to build effective relationships with, and to influence, key stakeholders, including Trustees, staff and beneficiaries.
- The ability to think, plan and act strategically.
- Excellent communication skills, numerate and IT literate.
- Ability to articulate a clear organisational vision and develop a strategy for its implementation.
- Outward facing with the ability to promote The Seafarers' Charity at all levels, particularly with the public.
- Evidence of collaborative working both internally and externally.

Styles and Behaviours

- A proven high level of personal integrity.
- Evidence of understanding and implementing a diversity agenda.
- Empathy with the values and mission of The Seafarers' Charity.
- An understanding of using charitable means to reduce disadvantage.



Terms of Appointment

Salary

The salary for this role is £100,000 per annum on a permanent full-time basis.

Location

London based working, with occasional flexibility to work from home at discretion.

Annual Leave

30 days annual leave.

Pension and other benefits

- Auto-enrolment to group Pension scheme
- Healthcare Membership
- Season ticket Loan



How to Apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Juliet Brown on Juliet.brown@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/seafarers-ce/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date	Monday 23rd May 2022
Preliminary interviews	w/c 30th May 2022
Interviews with The Seafarers' Charity	w/c 6th June 2022

