



Chief Executive

Institution of Agricultural Engineers

Location: Cranfield, Bedford

Employment: Currently 4 days per week but negotiable by arrangement

Tenure: Permanent

About the organisation

The Institution of Agricultural Engineers (IAgrE) is the professional engineering institution representing engineers, scientists, technologists and managers working in agriculture and allied land based industries. As a licensed body of the Engineering Council and the Society for the Environment it has delegated powers to award professional status to Chartered Engineers, Incorporated Engineers, Engineering Technicians and Chartered Environmentalists.

The IAgrE has a proud 80 year history, a loyal membership and significant ambitions for the future. We are now looking for a confident, motivational and resourceful Chief Executive, capable of driving forward our strategic vision from our headquarters at Cranfield, Bedfordshire.

Job Description

We are living in an exciting time for Agricultural Engineering. Advances in technology coupled with increasing global demands for food and energy production, and better environmental protection mean that considerable changes in current practices are needed going forward.

The Institution of Agricultural Engineers (IAgrE) is a key focal point for professional members working within the sector.

This position involves acting as an outstanding ambassador and inspirational figurehead for IAgrE to a diverse range of audiences and the media. Other strategic priorities will include the development of the IAgrE brand and leading initiatives to increase membership to ensure the ongoing healthy operation of the organisation.

You will be able to demonstrate excellent leadership qualities, including the ability to work with a supportive and experienced Institution Secretariat to meet and exceed planned targets. You will have a passion for excellence and professionalism in everything you and the IAgrE undertake. You should have experience of leading organisational change, coupled with an understanding of commercial development. This experience may have been gained in the public, private or third sectors; or ideally a combination of these.

You will demonstrate an ability to run a tight, focused organisation, and at the same time aim to develop our staff to rise to future challenges. You will be an inspirational leader for all IAgrE stakeholders, including the Executive Committee of Trustees and the wider membership of the organisation. This calls for a partnership, network and relationship builder. IAgrE is involved, along with the other professional Engineering Institutions in a number of national Engineering projects and it is intended that this spirit of collaboration should continue.

An attractive salary will be available for the successful candidate. The current incumbent is employed on a 4 days per week basis, but full time employment would be considered by the selection panel.

If you would like further information about this position please contact Professor Jane Rickson, President of the IAgrE (rjanerickson@gmail.com) for a candidate information pack.

Posted on: 1st February 2019

Closing date for applications: 8th March 2019

Interviews: 28th March 2019

Appointment to commence: 1st September 2019 or by arrangement

The client requests no contact from agencies or media sales.

**Institution of Agricultural Engineers (IAgrE)
Chief Executive Officer**



Candidate Information Pack

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**Institution of
Agricultural Engineers**

The Bullock Building (Bldg 53)
University Way, Cranfield
Bedford MK43 0GH

T +44 (0) 1234 750 876
secretary@iagre.org

Dear Applicant

Thank you for your interest in the role of Chief Executive at the Institution of Agricultural Engineers (IAgrE).

We are living in a most exciting and challenging time for land based engineering and IAgrE sees these challenges as opportunities for future development and growth. The IAgrE is looking to appoint a new Chief Executive Officer to take over from the current incumbent, Alastair Taylor, who is to retire after 6 years in the post.

IAgrE (<https://iagre.org/>) is the professional body of choice for engineers, scientists, technologists and managers in agricultural and allied landbased industries including forestry, food engineering, soil and water engineering, renewable energy, horticulture and the environment.

Founded in 1938, IAgrE has over 2,500 members including full members, students and professionals in a number of UK regional branches as well as those overseas.

As both a licensed body of the Engineering Council and a founding constituent body of the Society for the Environment, IAgrE is able to award the professional qualifications of Chartered Engineer, Chartered Environmentalist, Incorporated Engineer and Engineering Technician.

The post of Chief Executive is fundamental to the IAgrE Council developing and delivering its agenda over the coming years. We are seeking an individual who shares our passion to promote professionalism, grow membership, improve our offering to members, develop the Institution's public profile and influence, and motivate and support our staff.

Potential candidates will possess excellent communication and interpersonal skills, be commercially astute, have a record of delivery in terms of developing services and growing organisations. A knowledge and background in the engineering sector is desirable.

A competitive salary and contributory pension are offered. The role has been part time but other arrangements will be considered to enable new challenges to be met on an appropriate timescale.

If you believe that you have the passion, drive and commitment to lead IAgrE into the future we would very much welcome an application from you. Further information is attached in the pack.

Professor R Jane Rickson
President, Institution of Agricultural Engineers

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1. JOB DESCRIPTION

1.1. The IAgRE Chief Executive role

The CEO reports to the Executive Committee, who set IAgRE strategy and policy. The Executive Committee believes that the purpose of the Institution is to enhance members' professional standing, professional knowledge and professional networks and therefore members have to be at the heart of all IAgRE activities. The CEO is responsible for the fulfilment of this strategy.

The Executive Committee has identified the following as being crucial to the Institution's development over the next 5 years. These are expected to be the focus of the CEO's role:

- Growth in membership;
- Maintaining our income;
- Maintaining the professional standards of our members;
- Development of the benefits and services the Institution offers to the membership to ensure that we:
 - Increase our relevance in a rapidly-changing world
 - Embrace modern communication technology
 - Broaden the diversity of our membership
 - Retain our traditional approach for existing members

Members of the Executive Panel act as Company Directors (Companies Act) and Charity Trustees (Charities Act). The CEO has the role of Company Secretary.

1.2. Main CEO responsibilities

Execution of IAgRE strategy

- Overall responsibility for developing and carrying out the policies set by the governing bodies of IAgRE
- Building and leading a team to deliver the strategy
- Overall financial responsibility for the IAgRE
- Horizon scanning to explore emerging initiatives that will benefit the Institution and its members

Operation of the IAgRE Secretariat:

- Development and management of IAgRE staff team
- Maintaining and updating the IAgRE website
- Managing effective and efficient office operations

Membership and Registration functions

- Overall responsibility for maintaining licences with the Engineering Council (EngC) and Society for the Environment (SocEnv)
- Development of membership services and benefits
- Supporting local branches and special interest groups
- Nurturing student recruitment and improving retention from colleges and universities

Publications and Events

- Liaising with the Editorial team of Biosystems Engineering to maintain research excellence and increase subscriptions to the journal
- Working with the Landwards editorial team to ensure quality and relevance to all our members
- Agreeing and promoting the theme of the Annual Conference

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Liaison with and representing IAgRE in other organisations

- professional and trade organisations
- colleges, universities and other education providers
- manufacturers and machinery dealers
- government departments and agencies
- Research funders and research providers
- NGOs

Promotion of IAgRE to its current and future members, and external organisations

2. PERSON DESCRIPTION

In order to fulfil this senior role within the IAgRE, it is necessary that the successful candidate possesses:

- Outstanding leadership, communication and management skills to be able to interact, manage and influence at all levels within and externally on behalf of the Institution
- A strong technical and administrative background in an engineering or scientific discipline
- Understanding and enthusiasm for the benefits of professional registration of the type offered by the Institution
- A clear vision of how current membership can be retained, and new members recruited to ensure ongoing operation and recognition of the IAgRE as the principal professional body for those involved in engineering and technology within the land based sector.
- A willingness to fulfil the role in a hands-on manner and good team-working and team leadership skills. Institutions of our type function with a relatively small secretariat and a number of willing volunteer members.

3. SCOPE

To directly manage:

- Membership Secretary
- Events and Member Support Secretary
- Finance Officer and Projects Officer
- Press and Communications Officer
- Webmaster
- IT Support function

To be accountable for finances:

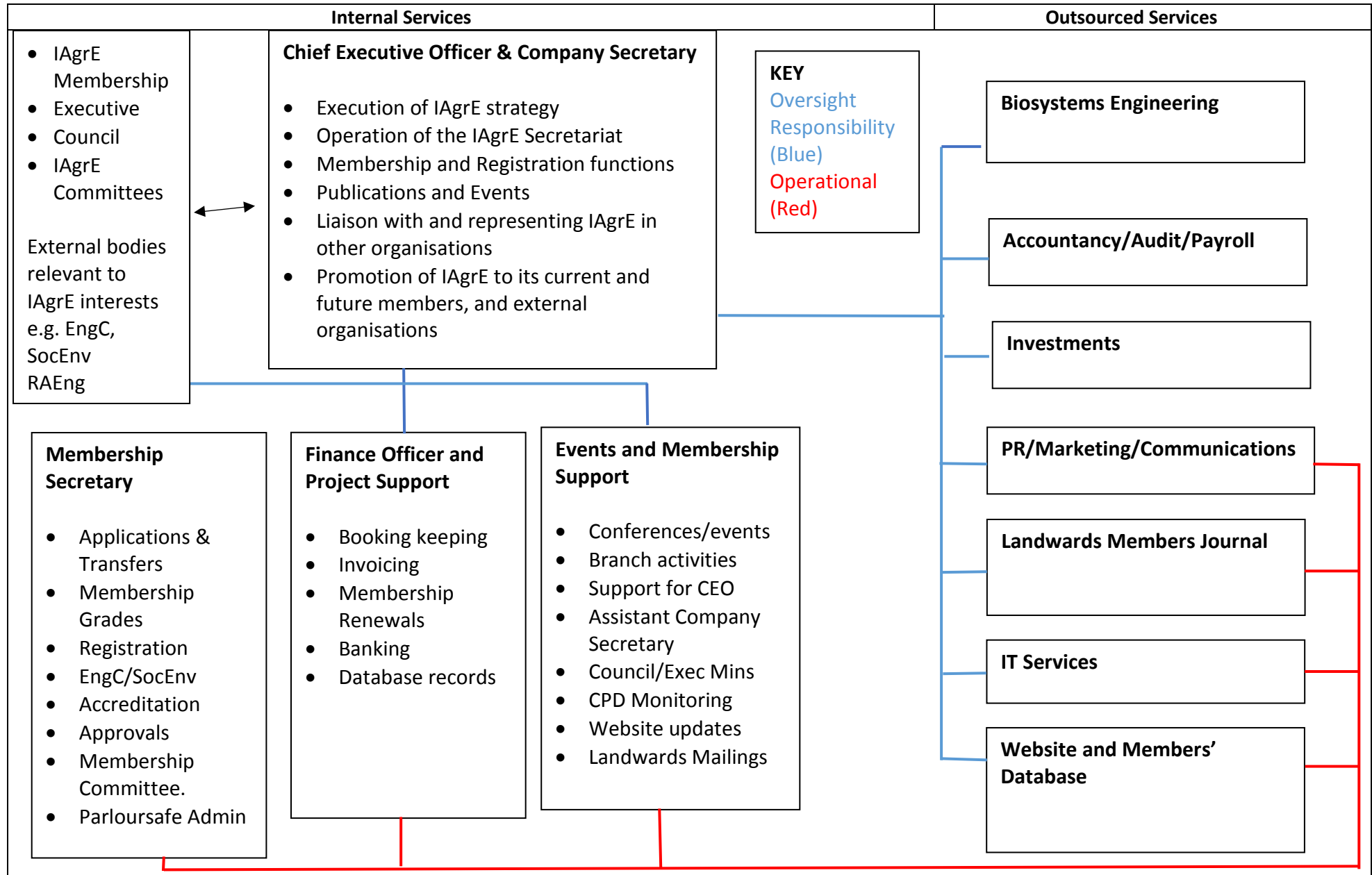
	£k
Incoming resources 2018	380
Outgoing resources 2018	377
Reserves	704

4. ORGANISATIONAL CHART (SEE BELOW)

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Institution of Agricultural Engineers (IAgrE) Organisational Structure – January 2019



5. HOW TO APPLY

If you are interested in applying for this role, please do so via mail or electronically to:

Professor R J Rickson, President
The Institution of Agricultural Engineers (IAgrE)
The Bullock Building (Bldg 53)
University Way
Cranfield
Bedford MK43 0GH

rjanerickson@gmail.com

Please ensure you provide the following:

- A supporting statement. This should clearly set out how you believe you can deliver this role successfully based on the information given above
- A comprehensive CV including details of your achievements in each previous and current role
- Details of two referees, one of whom should be your current or most recent employer (let us know whether you would be happy for us to contact them as part of the process). Referees will not be contacted without your prior consent.

IAgrE is an equal opportunities employer.

IAgrE will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

6. RECRUITMENT TIMETABLE

Advertise from	31 st January 2019
Closing date for applications	8 th March 2019
Interview date	28 th March 2019
Appointment to commence	1 st September 2019 or by arrangement

For an informal and confidential discussion, please contact Prof. Jane Rickson (01234 750111 extension 2705; rjanerickson@gmail.com) or Paul Hemingway (07947 913773)

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