

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



**Candidate Information Pack**

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**Institution of  
Agricultural Engineers**

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secretary@iagre.org

Dear Applicant

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

We are living in a most exciting and challenging time for land based engineering. The IAgrE sees these challenges as opportunities for future development and growth and is looking to appoint a new Chief Executive Officer.

IAgrE (<https://iagre.org/>) is the professional body 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 2,300 members including full members, students and professionals in a number of UK regional branches as well as those overseas.

As a licensed body of both the Engineering Council and 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 strategy 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.

Applicants should 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 and/or agriculture sector is desirable.

A competitive salary and contributory pension are offered. The role has been part time but other arrangements (including flexible or full time working) will be considered to enable the new Chief Executive to fulfil the role successfully.

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

Paul Hemingway CEng, FIAgrE  
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 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:

- Growing the membership
- Maintaining our income
- Maintaining the professional standards of our members
- Developing 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
  - Offer tangible benefits to all our 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 implementing the policies set by the governing bodies of IAgRE
- Assignment of priorities of elements of the strategy to be worked on by the Secretariat team
- 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:

- Leadership and development of the IAgRE Secretariat team
- Managing development and maintenance of the IAgRE website ([www.iagre.org](http://www.iagre.org))
- Managing effective and efficient office operations (including flexible working where appropriate)

#### 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
- Promoting student recruitment and improving membership retention post formal education

#### Publications and Events

- Liaising with the Editorial team of the Institution's peer-reviewed academic journal, 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
- Delivering the Annual Conference to a theme agreed by the Executive

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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

## **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 (preferably agricultural).
- Understanding and enthusiasm for the benefits of professional registration of the type offered by the Institution. It is considered desirable, but not essential, that candidates are so registered.
- 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 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, 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 (Part time)
- Press and Communications Officer (Part time)
- Webmaster
- IT Support function

To be accountable for finances:

	£k
Incoming resources 2019	429
Outgoing resources 2019	316
Reserves	804

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#### 4. HOW TO APPLY

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

Mr Paul Hemingway, CEng FIAgrE  
President  
Institution of Agricultural Engineers

[President@iagre.org](mailto:President@iagre.org)

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.

#### 5. RECRUITMENT TIMETABLE

Advertise from	14 <sup>th</sup> July 2020
Closing date for applications	14 <sup>th</sup> August 2020
Interview date	3 <sup>rd</sup> September 2020

Note: Given the current Covid-19 constraints it is anticipated that the first round of interviews may have to take place in a virtual environment. Final appointment will not be made until a face to face discussion can be held.

Appointment to commence	On availability of the selected applicant
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