ASSOCIATION OF APPLIED BIOLOGISTS

Job Description

Job Title: EXECUTIVE OFFICER
Post: Full time post at Grade G
Reports to: The Council of Trustees

Job Function, Purpose and Objectives:
The Executive Officer is a key leadership role within the Association of Applied Biologists working to ensure that the staff and resources of the AAB, are used effectively and efficiently so that the Association’s charitable objectives are met.

The post-holder will be based in the AAB office (Warwick University, Wellesbourne Campus) but time will be spent working off-site on a regular basis, and occasionally outside of the UK, for meetings and events. This will require overnight stays away from home on occasions.

In particular, the post-holder will work to the following over-arching objectives:

• To work together with the Office & Finance Manager and Council of Trustees to ensure that the staff and resources of the Association of Applied Biologists are used effectively and efficiently to deliver the Association’s charitable objectives, in particular ensuring that the AAB:
  • Delivers a comprehensive annual programme of scientific meetings (conferences and workshops) in areas relevant to applied biology, and that meet the needs of members at minimum financial risk
  • Produces a range of scientific publications with high impact, to facilitate dissemination of the latest findings in the application of the biological sciences, for the production of food, materials, and energy and for the maintenance and improvement of the earth's physical environment.
  • Supports its members by regular communication and information sharing in their activities, which foster the practice, growth, and development of applied biology

• To ensure that the Association complies with the legal obligations to which it is subject, as interpreted by the Trustees, and to report to the Trustees any changes or improvements needed to meet those obligations.

• To maintain effective working relationships with external partners and stakeholders, to support delivery of the charitable objectives of the AAB, including institutes, funders, solicitors, bankers, accountants, publishers, and other learned societies including the Royal Society of Biology.

• To actively identify opportunities for business and market development through horizon scanning and networking and develop new partnerships, as appropriate; and to work with the President and Council to develop and deliver a longer-term strategy (5–10 years) to underpin the work of the AAB alongside the term-based strategic activities implemented by each President.

Main Areas of Job Activity

Strategic Development (35% FTE)

• To meet regularly with key external partners and stakeholders, undertaking activity to support delivery of AAB’s charitable objectives, including institutes, funders, solicitors, bankers, accountants, publishers, and other learned societies including the Royal Society of Biology.

• To actively identify opportunities for business and market development through horizon scanning and networking

02/12/2020
• To work with the President and President–Elect to support the development and delivery of their strategic plans; to work with the President and Council to develop longer-term strategy (5-10 years) to underpin the work of the AAB alongside the term-based strategic activities implemented by each President.

**Operations Management (35% FTE)**
- To implement the Association’s policies and instructions as directed by Council
- Following agreement of the annual programme of conferences (annually in July), to work with the Office & Finance Manager to develop an annual programme of work for the following year (supporting membership, conferences and publications activity) with the consequent resource requirements.
- To manage the Association’s staff members through an appropriate reporting structure
- To provide regular reports on the delivery of the agreed programme of work to the Council of Trustees and sub-groups.
- To work with the General Secretary to ensure that the Annual Report is lodged with the Charity Commission correctly each year.
- To provide regular reports to the Council of Trustees on compliance with the Association’s legal obligations. This relates particularly to Health and Safety, the Association’s charitable status, the requirements of the Data Protection Act and dealings with such bodies as HMRC.
- To facilitate regular work of the AAB including support for specialist groups, group committees, conferences.
- Executive Officer is to ‘hold’ the Association cheque book

**AAB Journal Editorial and Conference Organisation (30%)**
- Oversee the editorial functions for all AAB Journals
- Undertake editorial duties on AAB Journals, together with other members of AAB staff or contractors/consultants
- Work with other members of the AAB Office team and conference organisers in the planning and delivery of conferences and workshops

**Person Specification**

**Education/Qualifications**
Candidates should be educated to at least ‘A’ level (or equivalent) standard. Higher education in a biological (or other scientific) subject is desirable.

**Experience**
Candidates should have a biological/science background or interest, ideally with experience of publications and/or scientific conferences. Experience of working within a trustee-led charity or association is desirable, along with working as part of a small team. Experience working with digital/social media would be beneficial.

**Skills**
Able to take responsibility, delegate effectively and work independently and as part of a small team. Able to engage with trustees and use their skills and experience as needed alongside your own. Able to meet tight deadlines, whilst maintaining a high quality of output and service. Good written and verbal communication skills. Able to keep good records and be self-disciplined on the rules and control of the Association.
A high standard of written and spoken English is essential, along with sound computer skills
Able to work remotely as well as in an office
An understanding of trusteeship and charity management would be useful

**Character**
Outgoing self-starter with a collaborative nature and strategic in approach
Able to engage with people of all ages and disciplines, and diplomatic
Willing to ensure the office team is adequately skilled and able to perform towards objectives
Willing to embrace new technology and all potential models for delivering objectives
Willing to see through agreed changes and overcome obstacles
Well organised

For further information, please email Guy Barker, AAB General Secretary – gen.sec@aab.org.uk, to whom CV’s and a covering letter should also be sent. The closing date for applications is Monday 4 January 2021. Interviews will be held at our Wellesbourne office (subject to any travel restrictions) in mid-late January 2021

27 November 2020