

EMPLOYER: The Air Charter Association Ltd

LOCATION: Home-based, one monthly meeting in London and with some occasional but limited travel

REPORTING TO: Chair of Board

BACKGROUND: For over 70 years, The Air Charter Association has represented the interests of professionals working in the air charter industry around the world. Our 260 members come from a wide range of sectors within the industry.

Our goal is to raise and promote the highest standards of conduct and professionalism in the air charter industry and wider aviation market. We support our members with guidance on compliance, best practice, industry lobbying and a range of networking events.

For the past three years, the Association has been successfully driven by our part-time CEO, Dave Edwards, supporting the dedicated voluntary Board. Together, they have developed the Air Charter Association into a recognised, highly respected and growing, global aviation trade body.

As a result of the Association's continued success, the time commitments of the CEO's role have grown considerably and now call for a full-time appointment (although some limited flexibility may be possible for the right candidate). As the current CEO is unable to take on this additional time commitment, the Association is now seeking a successor to take over from the end of 2020.

#### ROLE OVERVIEW:

The CEO's main role is to direct and coordinate the day to day operations of The Air Charter Association to ensure the business is achieving its strategic objectives and goals as set by the Board of the Association. As part of this, you will be responsible for the continued development and growth of the Association and coordinating the work of all employed members of staff and the volunteer Board members.

The successful applicant will build upon the work done by the present CEO and continue the growth and development of the Association for the members' benefit.

#### KEY ACCOUNTABILITIES:

- Maximising revenue generation and actively managing aged debtors.
- Developing the wider recognition and understanding of the Association to be the go-to point of reference for all matters related to air charter.
- Delivering the objectives of the Association by achieving or exceeding the annual objectives set by the Board.
- Gaining and maximising sponsorship for Association activities.
- Achieving membership growth and retention.
- Liaising and developing relationships with other industry groups, including government and regulatory authority lobbying.
- Holding responsibility for financial compliance and the financial management of the Association including budgeting, accounting, tax compliance and managing third-party accountancy service providers.
- Leading the promotion of The ACA through marketing initiatives across all media channels.
- Coordinating with the Business Manager to deliver all Association events effectively and profitably.
- Ensuring corporate governance and compliance with current business regulations.
- Handling day-to-day issues that arise in liaison with the Chair, Deputy Chair and Business Manager, including administrative work, member enquiries, complaints and rule breaches.

FINANCE: Overall accountability for the annual budget with an annual turnover of over £300,000.

LINE MANAGEMENT: Management and development of the Business and Events Manager.

WORKING RELATIONSHIPS: The CEO has frequent contact and develops strong working relationships with a wide range of senior industry stakeholders and customers, including members of the Association, governments and their agencies, aviation regulators, other trade associations, business groups, partners and suppliers.

#### PERSON SPECIFICATION

##### CRITERIA, EXPERIENCE AND QUALIFICATIONS REQUIRED FOR THE ROLE:

- Considerable experience in the air charter market, with a strong track record of leading and implementing strategy and associated plans to produce results.
- Substantial experience working as part of a senior leadership team, ideally within a similar not-for-profit membership, trade or professional body with a voluntary board.
- Experience of working effectively with a Board of Directors at senior executive and non-executive level, preparing reports and policies for Board discussion .
- Experience of government and regulatory authority lobbying, ideally with good connections across governments and other key stakeholders.
- Ability to engage authoritatively at the highest levels with our membership and board members as well as external stakeholders and regulatory bodies.
- Strong leadership and communication skills and senior level management experience, in order to inspire teams and individuals as well as nurturing talent.
- Experience of representing an organisation and engaging at the highest levels within government, the media and other business leaders.
- Credible and authentic public speaker with experience of addressing large audiences.
- Ability to organise and deliver projects of significant complexity.
- Financial acumen and experience of budgetary control, monitoring income and expenditure with sign-off on significant budgets and cost management.
- Effective time management and flexibility in working hours.
- An established social media profile, comfortable with posting, blogging and responding on a range of relevant sites.
- Prior experience of working with journalists and the news media is desirable, although the CEO will be supported and advised by the Association's public relations consultancy.
- A good understanding of company health, safety and risk management requirements.

##### SKILLS AND PERSONAL QUALITIES

- Passion for air charter, its current market and its future.
- Ability to think and plan strategically with strong commercial acumen.
- The ability to communicate a vision and inspire others, particularly the next generation of potential recruits to the air charter industry.
- A natural leader with a passion for developing others, being a good listener with an ability to empathise.
- Ability to work under pressure and to tight deadlines, whilst making sound judgements.
- Perseverance, adaptability and commitment – this is not a 9 to 5 role as it works with a Board of volunteers.
- Willingness to travel – this role will, post-Covid, potentially require limited and occasional travel around the world to trade events, regulatory meetings and similar gatherings.



## HOW TO APPLY

Further information about The Air Charter Association can be found [here](#).

Application is by CV and a covering letter explaining why you are the perfect candidate (together with details of your remuneration expectations), to be sent to:

[ceovacancy@theaircharterassociation.aero](mailto:ceovacancy@theaircharterassociation.aero)

If you would like an informal discussion about the role please contact our current CEO, Dave Edwards, at [ceo@theaircharterassociation.aero](mailto:ceo@theaircharterassociation.aero).

Closing date for receipt of applications: Friday, 30<sup>th</sup> October 2020.

The Air Charter Association values diversity and inclusion in all its employment practices and welcomes applications from anyone who meets the role and person specification requirements.