



Representing the best in liquid fuels

### **JOB DESCRIPTION – Chief Executive Officer (CEO)**

**Job Title:** CEO - the UK & Ireland Fuel Distributors Association (UKIFDA)

**Based at:** UKIFDA head office – currently at Birmingham (role will require travel to locations around the UK, Ireland and possibly other EU destinations)

**Position reports to:** The President and Executive Council of the UK & Ireland Fuel Distributors Association (UKIFDA) Ltd.

**Company Overview:** UKIFDA represents the interests of its members engaged in the UK and Ireland downstream liquid fuel industries on a range of common issues relating to refining, distribution and marketing of oil products, in non-competitive areas and to help the industry understand and develop opportunities to incorporate renewable fuels and reduce carbon footprint. Its role is to inform its members of proposed legislation and related developments, and to help form and advocate the industry's position.

**Job Overview:** To lead and develop the association, manage and motivate the team, ensure that optimum advocacy on behalf of members is achieved within the resources available and in accordance with the aims and objectives set by the President, Executive Council and Management Committee.

#### **Key duties & responsibilities:**

##### Leadership

- Develop UKIFDA's organisational culture, values and reputation with all contacts, government, NGO's, media, regulatory bodies and with UKIFDA staff, members, committees and Associates. Lead by example.

##### Strategy

- Identify, develop and direct the implementation of UKIFDA policy, communications strategy, commercial strategy and advocacy as agreed with UKIFDA Management Committee.

##### Partnership & Business Development

- Help identify and develop opportunities for renewable fuels within the downstream liquid fuel industry.
- Establish productive relationships with organisations involved in creating strategies for reducing carbon emissions and explore opportunities for cooperation e.g. Committee on Climate Change, Renewable Energy Association, Sustainable Energy Association of Ireland.
- Grow revenue and net profit streams via Membership numbers, EXPO, Driver Training and other business development ideas.

##### Advocacy & Influencing

- Head the Association's media and public relations profile both externally and internally, by communicating with members, suppliers, associates, key industry persons, government, regulatory bodies, NGO's and media contacts and acting as a passionate spokesperson for UKIFDA where appropriate.

##### Operations

- Plan and direct the Association's activities to achieve the agreed Policy, communications strategy, commercial strategy and advocacy.



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- Manage, select and develop Secretariat team members, implementing an appraisal process that enhances continuing personal development. Assist and lead in setting goals that promote ongoing success and adaptation.
- Report as required to the President and Executive Council on organisational plans and performance.
- Ensure that UKIFDA offices and Secretariat conduct at meetings comply with appropriate Health and safety regulation and competition law

#### Financial Management & Control

- Manage the Association's financial budgeting and performance, fiscal audit process and management reporting.
- Day to day management of financial accounting, banking and payroll with assistance of outsourced services.

#### Governance and Compliance

- Creating and setting the Agenda for Executive Council & Management Committee meetings.
- Ensure the Association's legislative adherence to applicable company law and competition law.
- Execute the responsibilities of a company secretary according to lawful and ethical standards.

**Scope and Dimensions:** The CEO heads a team of four full time staff plus oversees several external business support contracts. Turnover is circa £750,000 p.a.

#### **Person Specification:**

##### Essential skills and experience

- *Experience in the renewables sector with established relationships and contacts across that sector.*
- *A good understanding of the UK and Ireland liquid fuels distribution industry.*
- *A proven track record in financial management and income generation.*
- *A proven track record of delivering results at senior management level.*
- *A proven track record of project management and service delivery.*
- *Experience of successfully leading, managing, motivating and developing staff.*
- *Excellent knowledge of governance, policies and statutory requirements.*
- *Outstanding communication, presentation, social media and interpersonal skills, and ability to engage with and influence a wide range of internal and external stakeholders.*
- *A strong team player with a 'can do' attitude.*
- *Excellent IT skills.*
- *Car driver.*

##### Desirable skills and experience

- *Experience of XERO accounting software*
- *Experience of working within a Trade Association*
- *Media trained*