



★ R•TUCKER•THOMPSON ★

Position Description: Chief Executive

Date: February 2024

PURPOSE OF POSITION

The purpose of the chief executive position is to provide sound management, passion and drive to lead the next phase of the not-for-profit's success. Candidates will possess a broad range of skills to ensure the financial stability of the Trust and continued quality delivery of both the youth and commercial programmes. The chief executive will be responsible for maintaining the ship to a high standard and maintaining quality performance and compliance across all areas of the Trust. They work with the Board of Trustees to develop and deliver the strategy.

THE ROLE

The R. Tucker Thompson Sail Training Trust is looking for an experienced and dedicated chief executive who can lead the team to deliver an effective business strategy. The chief executive of the R. Tucker Thompson Sail Training Trust will interact with a wide range of stakeholders and people. While providing strong organisational leadership, this person will also strengthen the external relationships of the organisation, with the purpose of both remaining relevant in the market and increasing charitable and philanthropic donations. The chief executive will secure required resources, and maintain and develop a strong workforce able to deliver to a safe and high standard.

KEY ACCOUNTABILITIES

- Create an environment and culture that focuses on fulfilling the organisation's mission, vision, and values.

- General and operational management of all areas of the organisation.
- Ensure the organisation is staffed with well-trained, high-quality, and engaged employees at all times; lead and mentor staff, engaging and empowering them to be successful in their roles.
- Manage financial performance and risk profile while ensuring that all regulatory obligations are met
- Experienced in actively seeking new funding opportunities and maintaining existing relationships with funders and sponsors.
- Effectively manage contract negotiations and statutory compliance.
- Overall responsibility to ensure the ship is fit for purpose; designated Safe Ship Management contact for the ship as the first point of contact for incident, accident, and crisis management; and management of the R. Tucker Thompson's annual maintenance plan for approval by Trustees.
- 'Health & Safety' - a proven record and understanding of H&S in an operational and corporate capacity

KEY RESULTS

Safe Ship Management – as measured by zero major incidents

Staff Management – as measured by satisfaction of crew members

Financial – as measured by the ability to earn revenue to fulfil the annual Business Plan

Reputation – as measured by the satisfaction levels of our various clients

KNOWLEDGE, EXPERIENCE & SKILL REQUIRED

- Ability to relate to people at all levels and from all backgrounds, and to influence, negotiate and inspire;
- Ability to establish and maintain diverse and effective relationships;
- Empathy, compassion and commitment for the mission and values of the R. Tucker Thompson Sail Training Trust;
- A track record of leading and driving effective teamwork;
- Ability to act decisively, initiate action, and provide direction;
- A high level of health and safety and risk management competencies;

- Sound financial acumen;
- Ability to think strategically, and operate with innovation and creativity;
- Exposure to the not-for-profit and/or outdoor education industry and an understanding of the sector's dynamics;
- Experience in working with Boards and Directors.

RELATIONSHIPS

Reports to	Board of Trustees
Internal relationships	Chair of Board of Trustees
	Board of Trustees
	Staff and Volunteers
External relationships	Donors, sponsors, patrons
	Community groups and iwi
	Industry and local operators
	Auditors and professionals
	Media