

International Council of Marine Industry Associations



ICOMIA
INTERNATIONAL COUNCIL OF
MARINE INDUSTRY ASSOCIATIONS

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www.icomia.org

Job Title:	Programme Director - ICOMIA
Location:	Flexible and Hybrid working available. Regular visits to our office in Longcross, Surrey will be expected, plus international travel.
Organisation:	ICOMIA (International Council of Marine Industry Associations)
Job Type:	Full time – with job share, part time or flexible hours considered for the ideal applicant
Reports to	CEO

Welcome to ICOMIA

ICOMIA is the leading international organisation dedicated to promoting the growth and development of the leisure marine industry. We connect industry associations and companies worldwide, fostering collaboration and providing valuable resources and insights.

Our membership base is growing and so is their appetite to collaborate on research, best practise development, data sharing and many other projects.

The leisure marine industry increasingly looks to ICOMIA to facilitate, project manage and deliver these initiatives, to support members globally. We are therefore looking for an exceptional Project and Programme Director to take responsibility for the delivery of these projects.

Job Summary:

We are seeking a dynamic and proactive Programme Director to join our team. This role is vital to ensure that we keep delivering value to all of our current and potential members.

The ideal candidate will combine their passion for the leisure marine industry, with their exemplary project management, multiple stakeholder engagement and communication skills.

President: D VAUX

CEO: J LYNCH

“the voice of the boating industry worldwide”

They will work efficiently and proactively with ICOMIA's professional colleagues and our many other stakeholders who volunteer their time and expertise. They will therefore need to be natural team players, with an ability to motivate and influence a wide variety of stakeholders.

The ideal candidate will also be able to manage a wide range of programmes, including technical, industry statistical gathering and analysis and "white paper" creation.

In return the successful candidate can look forward to a high profile, industry leading role within the global leisure marine industry and the chance to build a valuable personal brand.

Key Responsibilities:

Project Governance:

- To assume all responsibility for the management and subsequent delivery of projects that have been approved by the CEO / ICOMIA Board including...
- Securing specialist contractor support according to the nature of the project in hand and then managing their performance against agreed milestones
- Creating a business case for each opportunity and working with the CEO and Chairs of our Committees and Working Groups to prioritise initiatives based on hard and soft ROI estimations
- Setting and monitoring the spend against budget
- Identifying and monitoring any potential risks to the programme
- To manage projects to maintain focus on key objectives and avoid scope creep
- Providing project performance updates as and when required

Stakeholder engagement:

- To identify and articulate the need or desire for collaborative projects and programmes across the entire ICOMIA network of National Marine Industry Associations and Sustaining (Corporate) Members
- To identify and engage potential partners and participants from other industry sectors that could support or benefit from such activity
- To support the Chairs of ICOMIA's committees and Working groups to help articulate their objectives and to create realistic project plans and budgets.
- To then support these largely volunteer chairs by assuming day to day responsibility for the progression of their programmes
- With the support of the Communications Manager, Head of Operations and all members of the ICOMIA team to keep all stakeholders informed and engaged with the commissioned programmes

Project Management:

- Develop detailed, costed and realistic project plans for all of the commissioned projects or programmes.
- To monitor all costs and potential revenues against agreed budgets including cashflow and cap ex budgeting
- To manage the performance and on time delivery of internal and external suppliers or stakeholders to ensure on time and on budget delivery
- To maintain "post project" reviews of member satisfaction, ROI delivery and to ensure any subsequent project phases build efficiently onto existing platforms or deliverables
- Self analysis to identify ways of working that would reduce time, or mistakes thereby creating more stakeholder value

Industry Representation and ICOMIA Ambassadorship

- Present the objectives, achievements and outcomes of all projects to the entire leisure marine industry professionally and as a result, to build higher levels of engagement with current or potential members.
- To work with the ICOMIA Technical Director and Communications Manager to promote the outcomes and the benefits of working with ICOMIA in an accurate, impartial and authoritative manner
- To provide accurate, digestible project updates to stakeholders and ICOMIA Board members as required.
- To represent and act on behalf of the ICOMIA CEO as and when required. (Note – the ideal candidate would have the opportunity to develop into the Deputy CEO of ICOMIA)
- Represent ICOMIA's members and our work globally, especially around the many trade(boat) shows and conferences throughout the year

Other Responsibilities

- To work alongside the ICOMIA Technical Director to maintain ICOMIA's position as the authoritative expert voice of our industry
- To support the entire ICOMIA Secretariate and our network of Committee Chairs, providing specialist support and advice as required
- To stand in for the CEO as and when required
- To support the Communications Manager and Digital Content Exec with compelling materials and content that will help demonstrate the value of ICOMIA membership

Qualifications and Experience:

- A demonstrable record of success, over at least five years, of managing multi stake holder, multi national programmes with full project budget management experience. Ideally this would be within the leisure marine or other associated industry.
- A track record of working within the leisure marine industry that will create the background knowledge and credibility required for this role to succeed. (This could be in a technical, design, build, marketing, operations or management field)
- Familiarity with the legislative landscapes applicable to our industry. We will utilise the many experts within our network as and when required for specific scientific or technical advice)
- A familiarity with multinational data gathering, analysis and research report creation would be advantageous
- Excellent written and verbal communication skills, with a keen eye for detail.
- Excellent computer skills and proficiency in Word, excel, powerpoint and project management and planning tools
- Ability to work collaboratively in a team environment and manage multiple projects simultaneously.
- A personal passion for time on, in or around the water would be a great advantage and provide the motivation required to go the extra mile

What We Offer:

- A salary of £75k per year*
- Private health insurance**
- Pension contributions**

- A supportive and collaborative work environment.
- Flexible working practices – both location and hours
- An opportunity to be at the heart of our industry, connected to all of the thought leaders and pioneers
- Extensive overseas travel opportunities per year.
- Opportunities for professional growth and development within the marine industry.
- 21 Days of paid holiday per year, plus a paid Christmas Break (on a pro rata basis)

*Pro rata for part time or job share

**On completion of successful probationary period

Application Process:

Interested candidates are invited to submit their CV and a cover letter detailing their relevant experience, including details of at least three significant projects or programmes delivered. Please send your application to info@icomia.com by 31/3/2024.

ICOMIA is committed to diversity and inclusion in the workplace and encourages all qualified candidates to apply.

Thank you for your interest